TATA CONSULTANCY SERVICES
Experience certainty.

Income Tax Business Application (ITBA)

Human Resource Management System (HRMS)

Data Collection Portal User Manual - Employee

December-2013, Version 1.0

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1. Introduction

Data collection application is a web application meant for collecting the personal and service data of all the employees of ITD. For ease of use of web application employee related information has been divided into various tabs within the website with each of the tabs denoting information related to a specific module. Employee will only have enter, update, view and save his/her details in the web application. After submitting his/her details would be forwarded to his/her concerned DDO for verification. After submitting the employee would be able to only view his/her submitted information, any changes in information submitted (if any) would require to be routed through the concerned DDO only.

This document is organized into various sections as follows:

1. Logging In
2. Change Password
3. Using the Interface
4. Logging Out

2. Getting Started

All the users will be provided with a unique user name and password to log in to the system. This will be provided by concerned DDO. Role based security will be implemented in the portal, i.e. the users will be able to see the screens only for which they have roles. In other words, the employee will not have access to the screens which are meant for the DDOs. In order to enter the data in the portal, the users should keep an updated copy of their service book together with all the forms like nomination forms etc. handy with them.

Note: Employee ID's beginning with 2 are temporary for data collection. New employee ids will be given to such employees once HRMS is implemented.

2.1. Accessing Portal

The portal can be accessed by providing the navigation link in one of the browsers mentioned below

a) Internet Explorer ( )
b) Mozilla Firefox ( )
c) Google Chrome ( )

The steps for accessing portal through internet explorer has been explained below. For other

Step 1: Click the internet explorer icon ( ) appearing on desktop screen. A browser window will appear as displayed in figure below

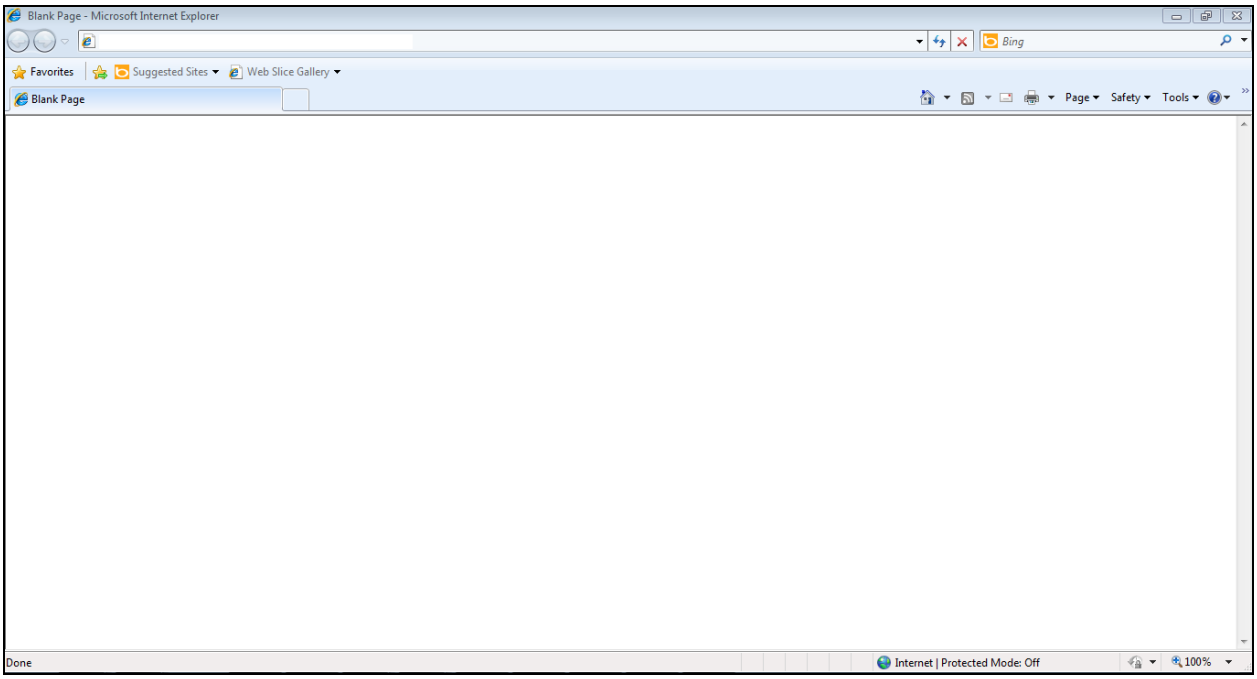


Figure 1 : Browser Window – Internet Explorer

Navigation : **https://incometaxindiaefiling.gov.in/ITBADataCollectionPortal/**

Step 2: Enter the navigation link in the address bar as shown

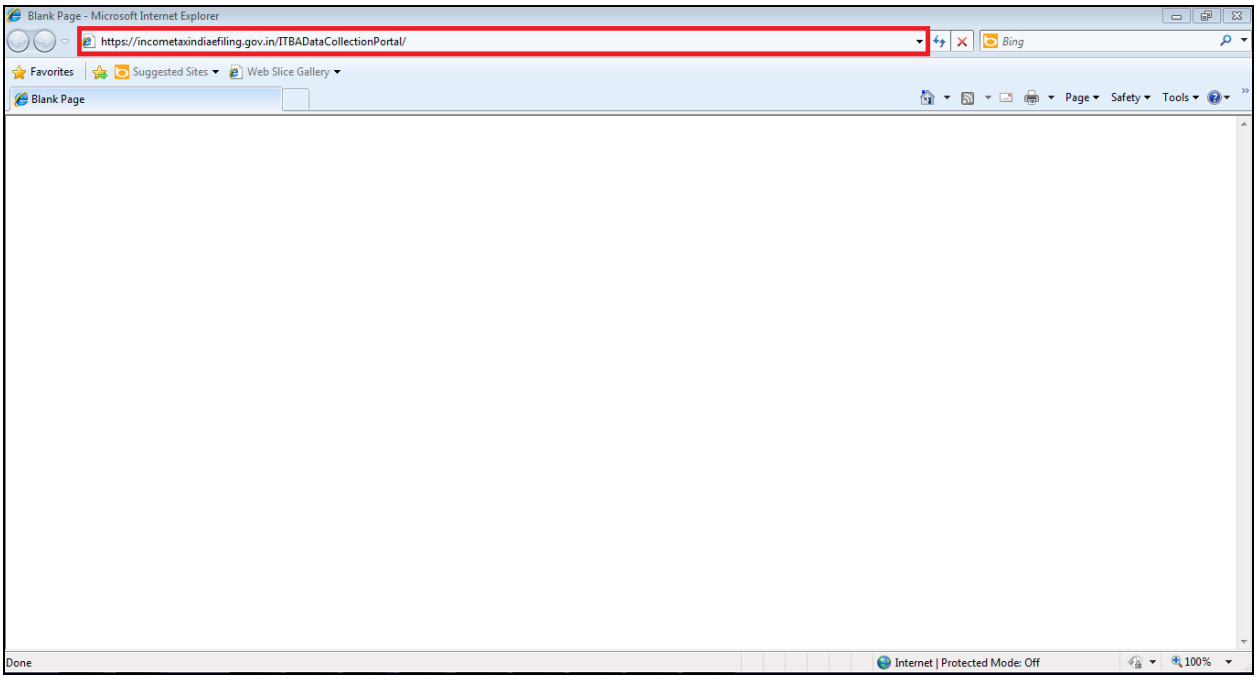


Figure 2 : Entering URL in the address bar

Step 3: Click **Enter key** through keyboard, following screen will be displayed

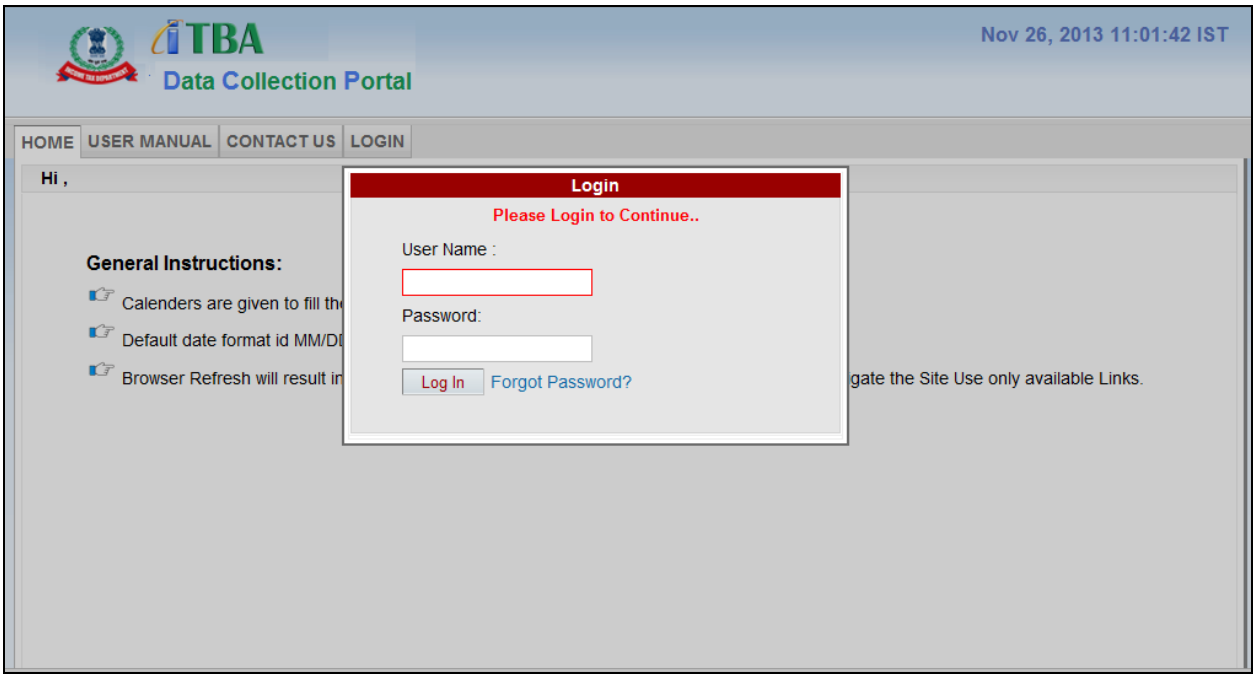


Figure 3: Login Screen

- **User Name:** Enter the unique user name provided.
- **Password**: Enter the default password in this field.
- **Log In:** After entering username and password, click on **Login** button as shown in figure below

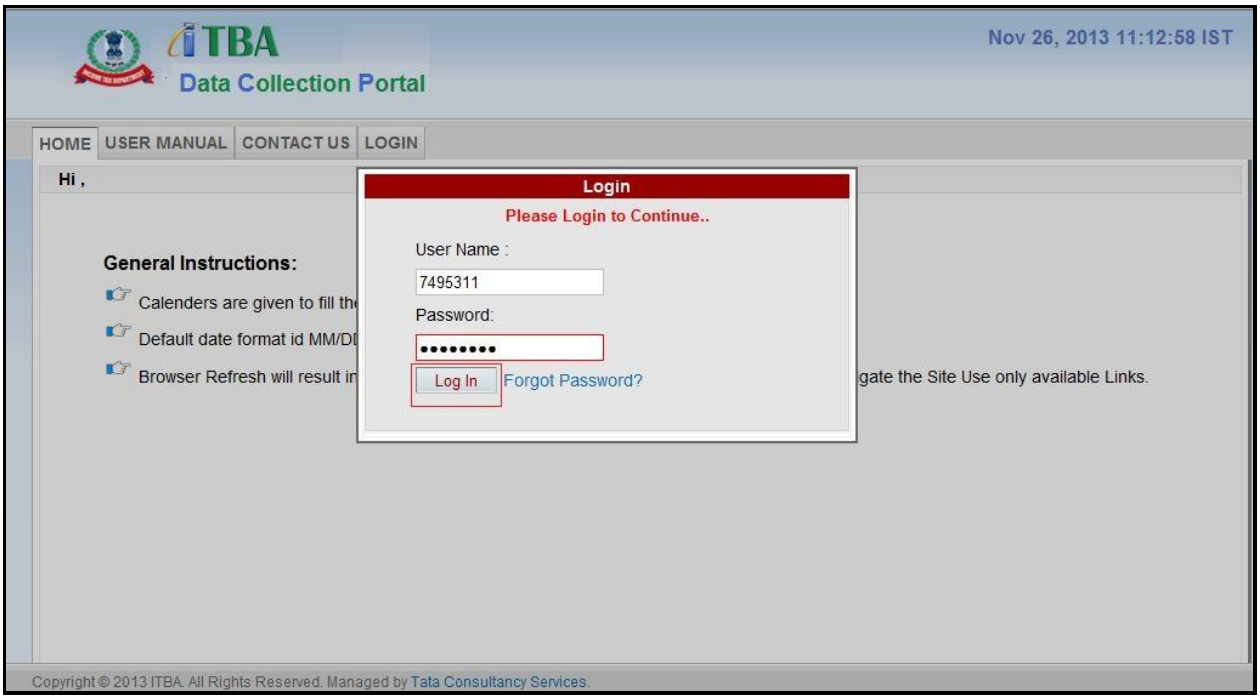


Figure 4 : Logging in with default password

As Employee is logging-in for the first time, he will be given an option to change his default password. After clicking on **Login,** “Change Password” screen will appear. Change password process is described in the following section

2.2. Change Password

Employee can change his password using **Change Password** option available on the login screen. On clicking **Change Password**, the following screen is displayed

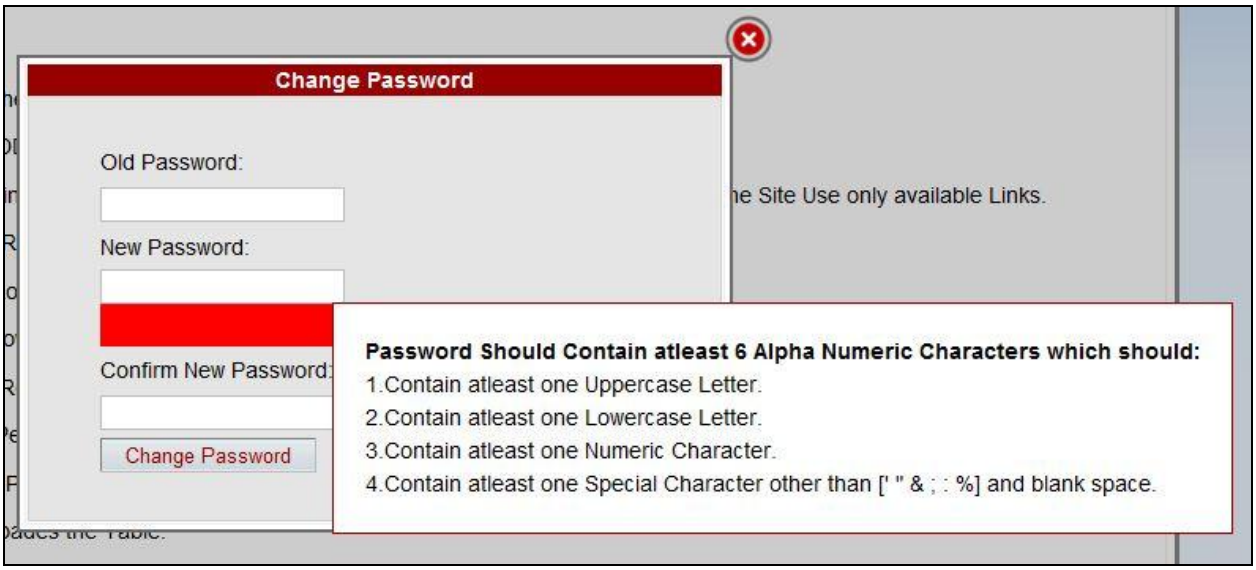

Change Password
Old Password:
New Password:
Confirm New Password:
Change Password
Password Should Contain atleast 6 Alpha Numeric Characters which should:
1.Contain atleast one Uppercase Letter.
2.Contain atleast one Lowercase Letter.
3.Contain atleast one Numeric Character.
4.Contain atleast one Special Character other than [' " & ; : %] and blank space.
Site Use only available Links.

Figure 5 : Change Password

Here, the users will have to enter their old and new passwords. However, the new password will have to be confirmed once in **Confirm Password** field.

- **Old Password:** Enter old (default) password in this field
- **New Password:** Enter the new password in this field
- **Confirm Password**: Re-enter the New Password in this field.

In order to ensure portal security, new password will have a specific format. A prompt message will be displayed to help the users to enter the new password. New password and confirm password should be same. After all the passwords are entered, the users will have to click on **Change Password** button, as shown in the screen below:

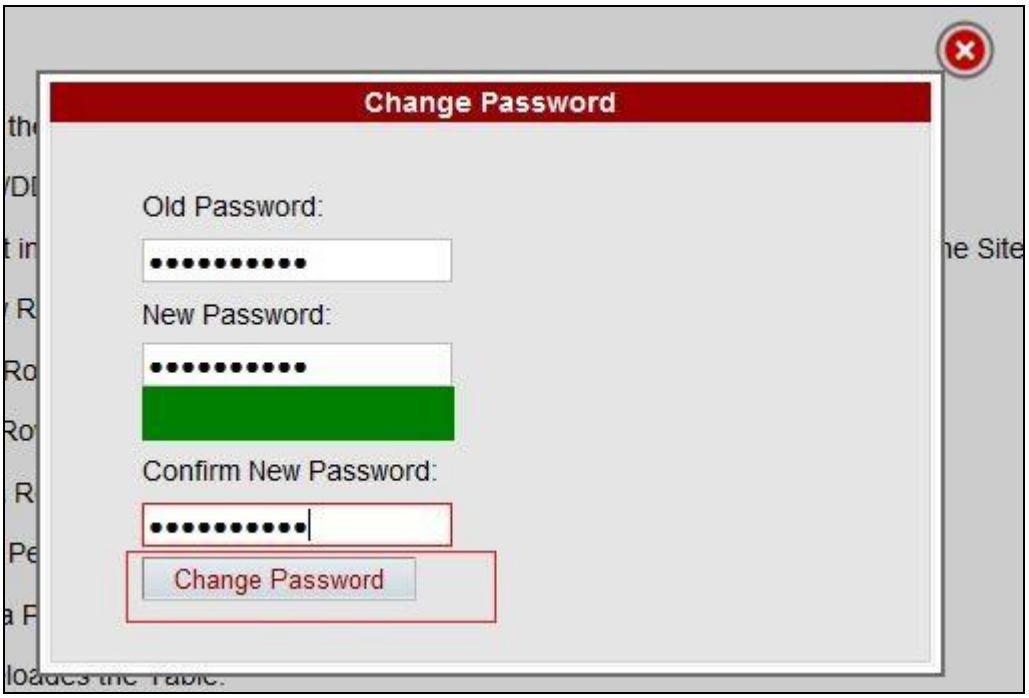


Figure 6 : Change Password

On clicking **Change Password**, the system will update the passwords entered. Once the password is changed successfully, the users will be re-directed to **Login** screen for login in with new password. Employee will enter his user name and new password then click on **Login** button as shown below.

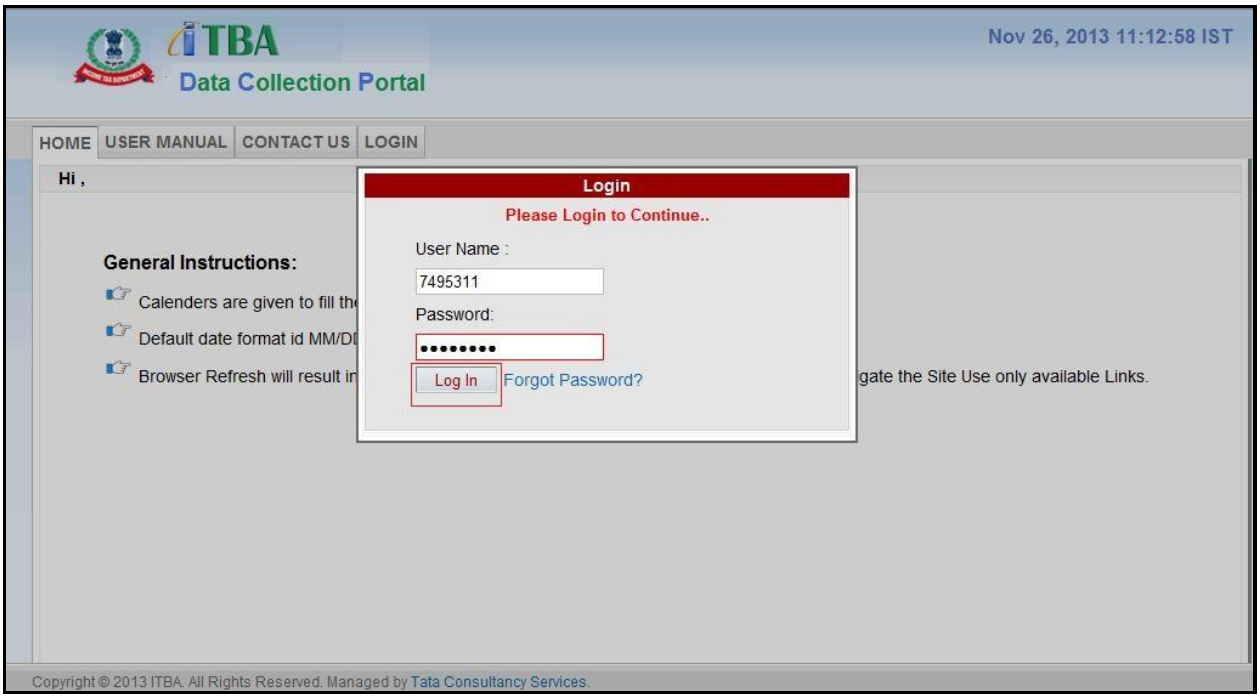


Figure 7 : Logging In

2.3. Using the Interface

2.3.1 Home

Once the users log in to the system with their credentials, the following screen is displayed

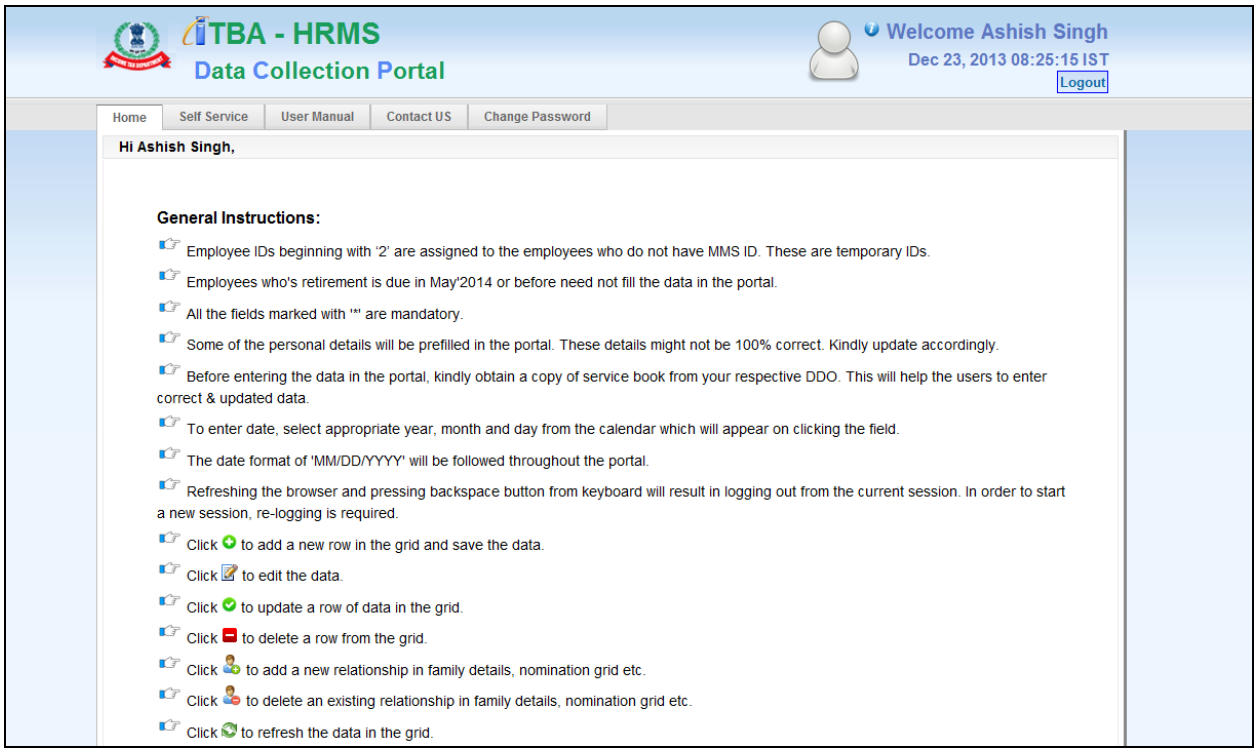

ITBA - HRMS
Data Collection Portal
Welcome Ashish Singh
Dec 23, 2013 08:25:15 IST
Logout
Home
Self Service
User Manual
Contact US
Change Password
Hi Ashish Singh,
General Instructions:
Employee IDs beginning with '2' are assigned to the employees who do not have MMS ID. These are temporary IDs.
Employees who's retirement is due in May'2014 or before need not fill the data in the portal.
All the fields marked with '*' are mandatory.
Some of the personal details will be prefilled in the portal. These details might not be 100% correct. Kindly update accordingly.
Before entering the data in the portal, kindly obtain a copy of service book from your respective DDO. This will help the users to enter correct & updated data.
To enter date, select appropriate year, month and day from the calendar which will appear on clicking the field.
The date format of 'MM/DD/YYYY' will be followed throughout the portal.
Refreshing the browser and pressing backspace button from keyboard will result in logging out from the current session. In order to start a new session, re-logging is required.
Click to add a new row in the grid and save the data.
Click to edit the data.
Click to update a row of data in the grid.
Click to delete a row from the grid.
Click to add a new relationship in family details, nomination grid etc.
Click to delete an existing relationship in family details, nomination grid etc.
Click to refresh the data in the grid.

Figure 8 : Home

This is the Home page of the portal. This screen contains General Instructions which will help the users to use the application with ease. Browser refresh will result in expiry of your Current Session and will require Re-Login. The various tabs available on this screen (shown above) are

1. **Home:** At any point in time, the users can click this tab to navigate to the Home Page of the portal.
2. **Self-Service:** This tab contains all the employee related data like Personal Data, LTC, Loans and Advances etc. This tab is explained in the subsequent section.
3. **User-Manual:** The users can download the user manuals through this tab in the portal
4. **Contact Us:** The details of the support team are available on this tab.
5. **Change Password:** Users can change their passwords anytime by clicking this tab. The process to change password has already been explained in section

For details of icons and buttons, please refer section Frequently used Icons.

2.3.2 Self Service

Once the user clicks on **Self Service**, the following screen is displayed

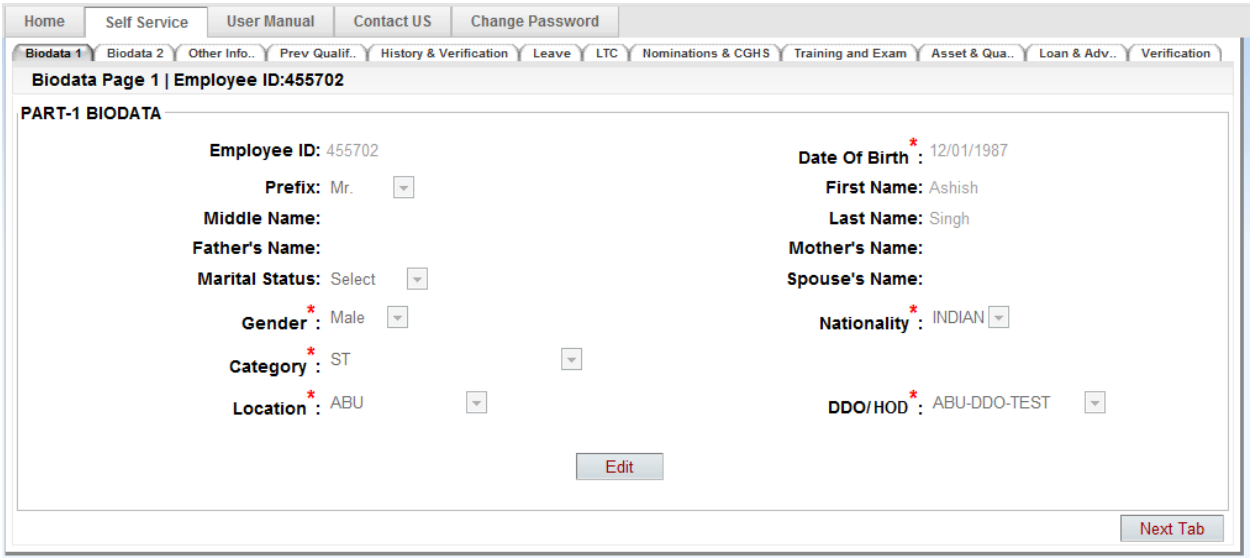


Figure 9 : Editing the Data

Some of the employee details will be prefilled in the portal. The following buttons/On each screen, the users are required to verify the details and update the same if required. In order to update the details, click Edit . On clicking **Edit**, all the fields will become editable so that the users can update the details. Once all the details are entered, click Update to update the details as shown below

On clicking **Edit**, the following screen will be displayed

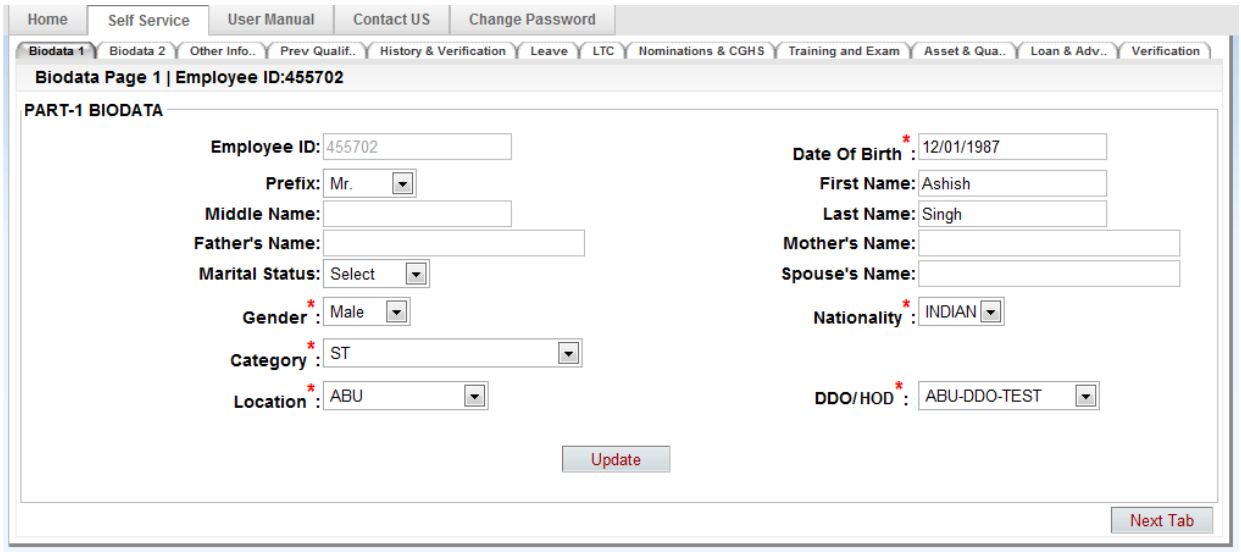


Figure 10 : Updating the Data

Click **Update** to update the details.

Self Service tab consists of the following menus

1. Biodata-1
2. Biodata-2
3. Other Information
4. Previous Qualifying service and deputation
5. History and Verification
6. Leave
7. LTC
8. Nominations and CGHS
9. Training and Examination
10. Asset and Quarter Details
11. Loan and Advances
12. Verification

Each of these is described in detail as follows

1. Biodata-1

This screen contains personal information of the employees. The Biodata1 screen appears as follows

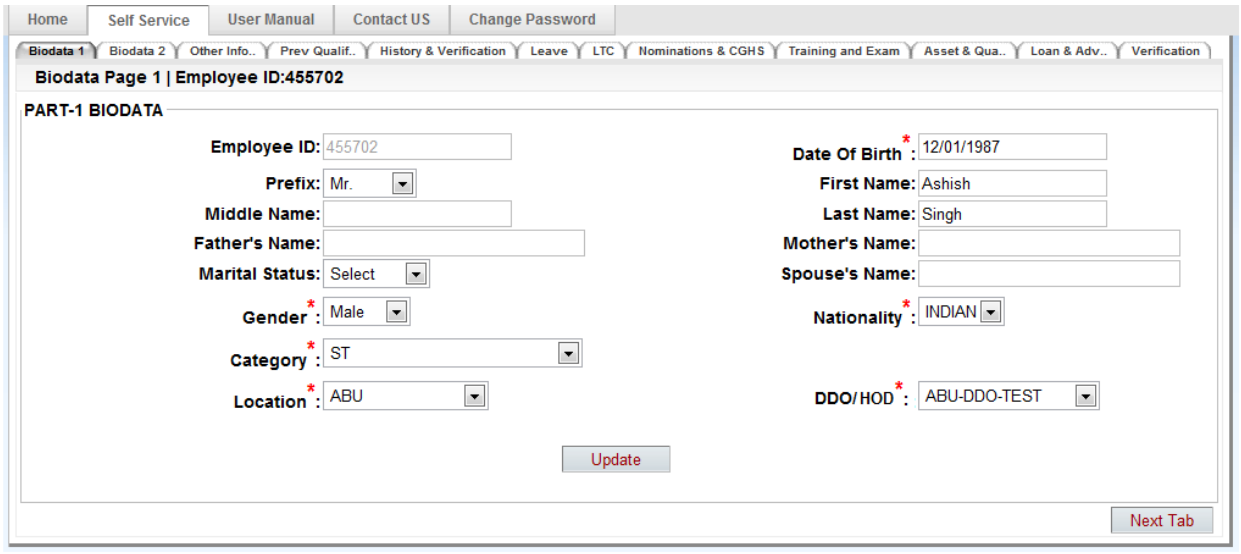


Figure 11 : Bio Data 1

The fields of this screen are described below:

- **Employee ID:** Each employee will be assigned a unique employee ID. The user need not fill this field as it is already prefilled, after he has logged in.
- **Date of Birth:** Select the Date of Birth in this field. A calendar will appear once users click on this field as shown below

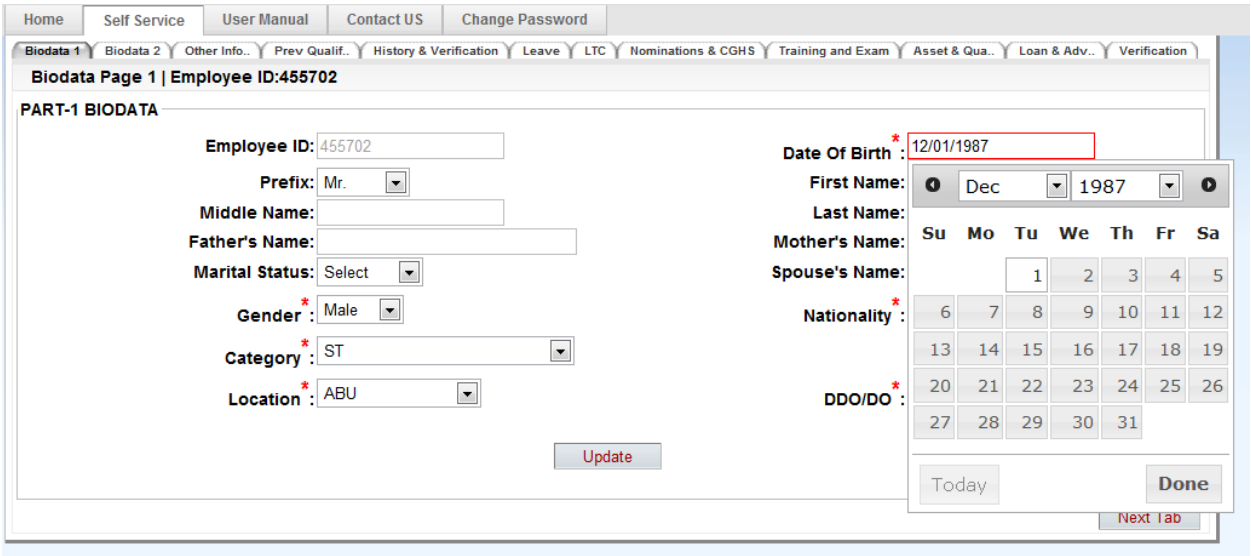


Figure 12 : Using Calendar

Select month and year from the dropdowns provided in the calendar. Select the date from the calendar for the selected month and year. Calendar is provided across the portal to enter the dates.

- **Prefix:** This field captures the name prefix of the users like Mr, Mrs, and Miss etc. Select the name prefix from the dropdown list.
- **First Name:** This field records the first name of the employee. Enter the first name in this field
- **Middle Name:** This field records the middle name of the employee. Enter the middle name in this field
- **Last Name:** This field records the last name of the employee. Enter the first name in this field
- **Father's Name:** The users will have to enter their father's name in this field
- **Mother's Name:** The users will have to enter their mother's name in this field
- **Gender:** Select Gender from the dropdown provided.
- **Marital Status:** Select the marital status through the dropdown provided. It will contain values like Single, Married, Divorced etc.
- **Spouse Name:** This field will be enabled only if value **Marital Status** is selected as Married. In case the user is married, enter the spouse name in this field.
- **Nationality:** This field captures the nationality of the employee that whether the he belongs to India or any other country. Select the appropriate nationality from the dropdown provided.
- **Category:** Select the category from the values like SC, ST, OBC, Sports Quota etc. available in the dropdown.
- **Location:** Select the current location from the list of values provided in the dropdown.
- **DDO/HOD:** This field will be enabled only after **Location** is selected. This field contains the list of DDOs depending upon the location selected by the user. Once the employee selects his location, he will have to select his respective DDO from the dropdown. This field is significant because, once the users enter and verify their details, the complete data will be sent to their concerned DDO for approval. The DDO will have to verify and validate the details filled in by the employees. In case any updations are required, the DDO will have access to update the same.

After entering all the details employee, click **Update** button as shown below

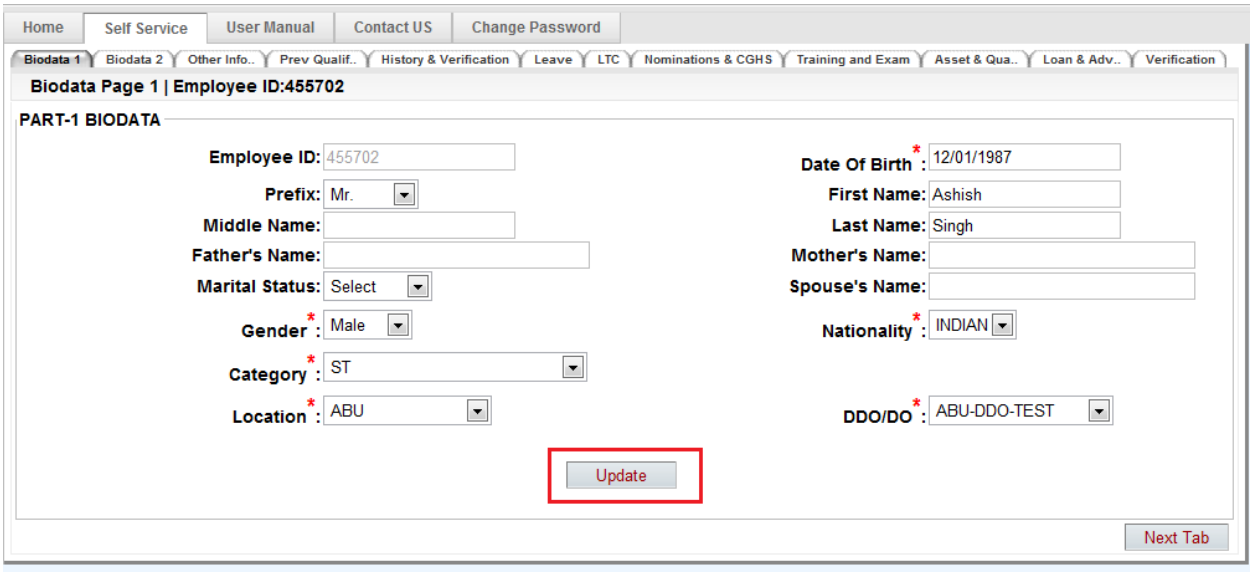


Figure 13 : Update

Once the users click **Update** button, information is saved successfully and a pop-up message will be displayed on the screen as shown below:

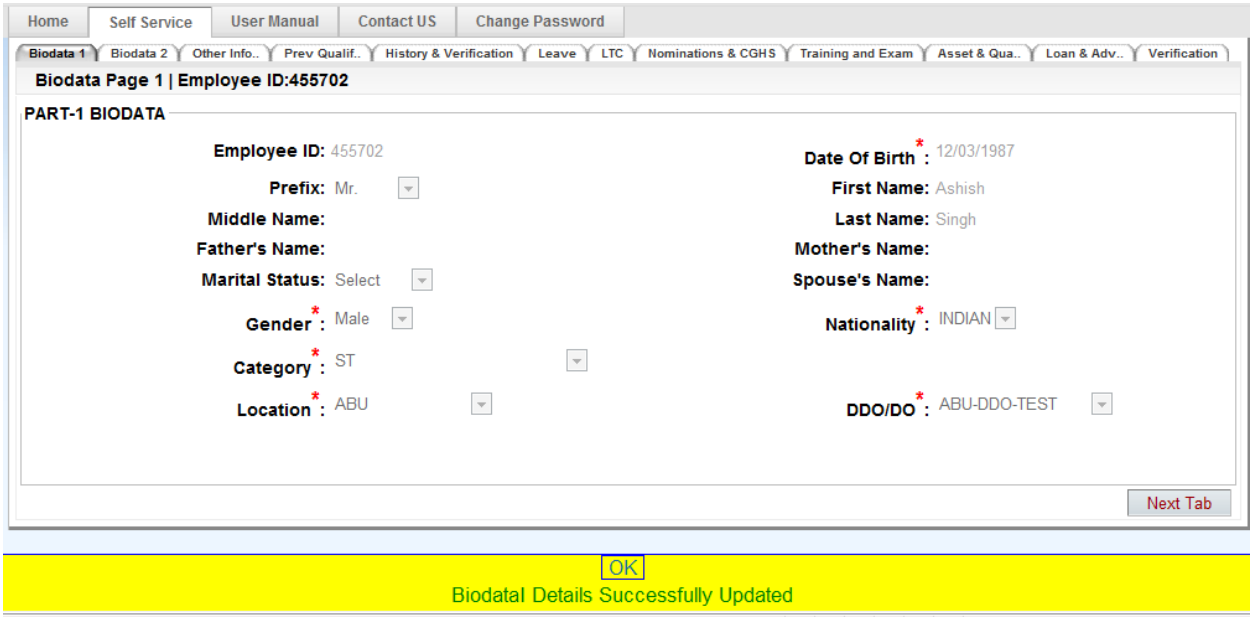


Figure 14 : Bio Data 1 Success Message

Users will have to click the OK button to enter the data for other screens.

Once the **Biodata1** information is saved, the users can navigate to other screens by clicking on respective tabs. The **Next Tab** button navigates the users to the next tab in the sequence.

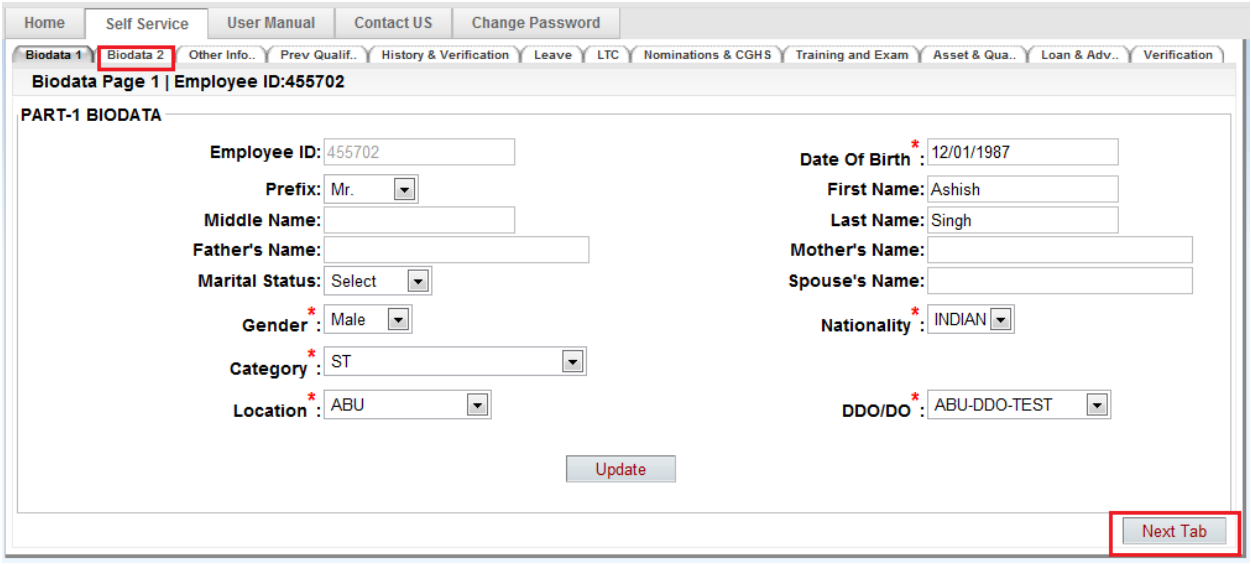


Figure 15 : Highlighted Next Tab

2. Bio data 2

This screen contains detailed Educational Details, Personal Information, Passport Details, Job Details and Union Details.

Once the employee will clicks on **Bio data 2,** the following screen is displayed

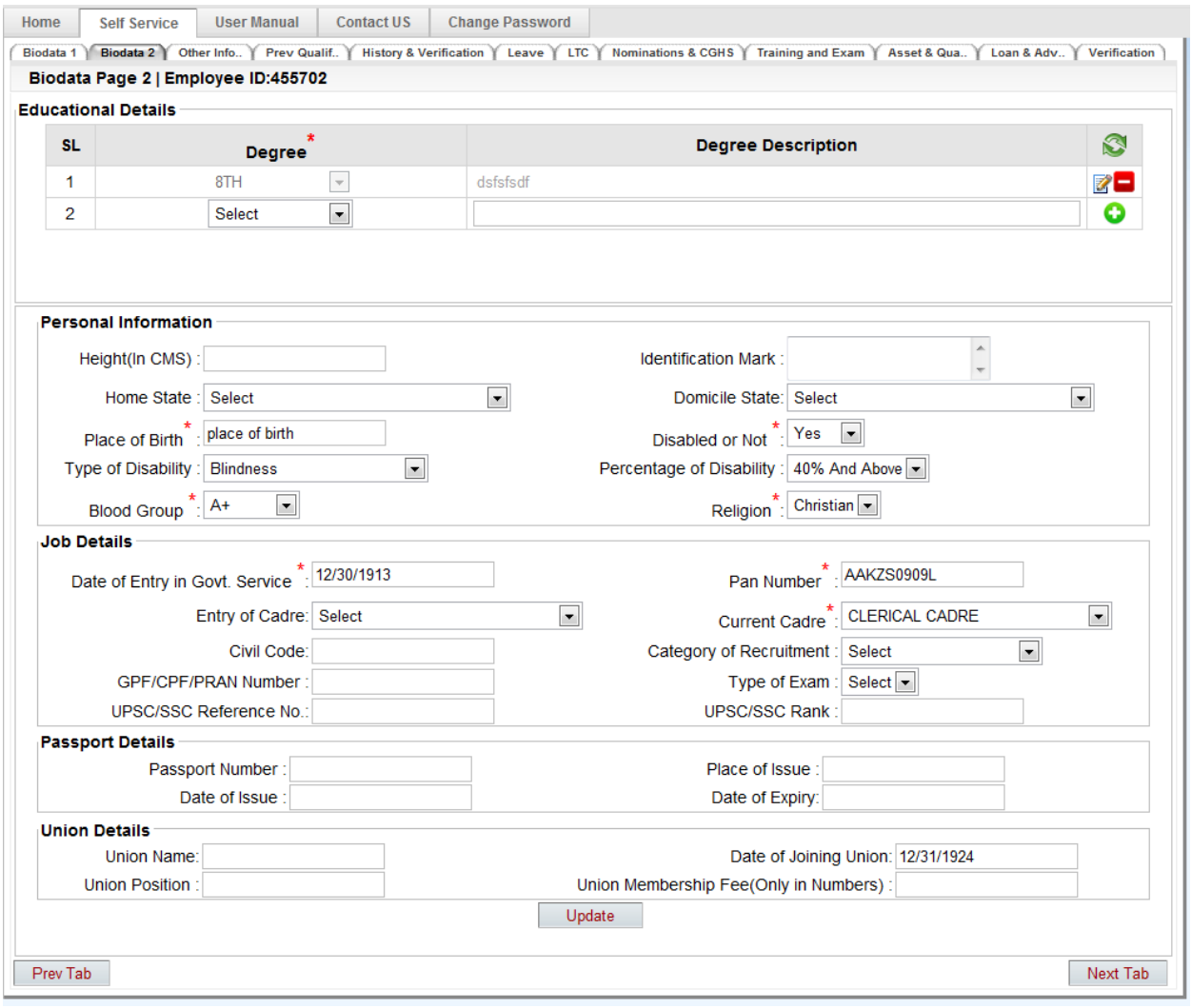


Figure 16 : Bio Data 2

As explained above, click **Edit** to edit the details. Once the details are updated, click **Update** to save the data.

The fields on the above screen are described as follows:

Education Details: This grid captures the education qualifications of the employee. **Education Details** grid has the fields namely **Degree** and **Degree Description.**

- **Degree:** Select the appropriate degree from the dropdown provided. It will have values like BSc, B.Tech, and BA, MA etc. The employees can enter a short description in
- **Degree Description:** field. Click button to save the information as highlighted in the above screen. Click to refresh the data in the grid as shown above.

The other fields of Bio data 2 page are described below:

Personal Information

- **Height (C.M):** This field records the height of the employee. Enter the height in centimetres in this field.
- **Identification Mark:** In this field, identification mark is recorded. Enter the description of the identification mark in this field.
- **Home State:** Select the home state from the dropdown provided.
- **Domicile State:** Select the Domicile State the dropdown provided.
- **Place of Birth:** Select the place where the employee was born from the dropdown provided.
- **Disable or not:** This file records whether the employee is disabled or not. Select Yes or No from the dropdown
- **Type of Disability:** In case the employee is disabled, select the type of disability from the dropdown.
- **Percentage of disability:** Depending upon the type of disability, enter the percentage of his disability in this field.
- **Blood Group:** Select the Blood Group from the dropdown which has values like O+, A+, and B+ etc.
- **Religion:** Select the Religion from the dropdown which has values Hindu, Muslim, and Sikh etc.

Job Details

- **Date of Entry in Govt. Service:** Enter the date on which the employee joined Government Service in this field with the help of calendar, that will pop up when this field is clicked as shown in Figure 12
- **PAN Number:** Enter the PAN number in this field
- **Entry of Cadre:** Select the cadre in which the employee joined his service from the dropdown provided as shown in Figure 12.
- **Current Cadre:** This field captures the current cadre of employee. Select the current cadre from the dropdown provided. It contains values like IRS, Statistical cadre etc.
- **Civil Code:** Enter the civil code in this field.
- **Category of Recruitment:** Select the category for which the employee was recruited. It will have values like SC, ST etc.
- **CPF/GPF/PRAN Number:** Enter the CPF/GPF/PRAN Number in this field.
- **Type of Exam:** Select the type of exam that he has passed to get entry in ITD through the dropdown provided.
- **UPSC/SSC Reference No.: Enter the** UPSC/SSC reference number in this field.
- **UPSC/SSC Rank:** Enter the UPSC/SSC Rank in this field.

Passport Details

- **Passport Number:** Enter the Passport number in this field.
- **Place of Issue:** Enter the name **of** the employee place in which passport was issued in this field.
- **Date of Issue:** Enter the date on which passport was issued in this field using the calendar will be displayed when the employee clicks this field as shown in Figure 12
- **Date of Expiry:** Enter the date on which passport will get expired in this field using the calendar will be displayed when the employee clicks this field as shown in Figure 12

Union Details

- **Union Name:** Enter the union name in this field.
- **Date of joining Union:** This will capture date on which he joins the union. On clicking this field, a calendar will pop-up and employee will have to select date from it as shown in Figure 12
- **Union Position:** This field captures the union position.
- **Union Fee (Membership):** Enter the membership fee of the union.

After filling all the information, click on **Update** as shown below.

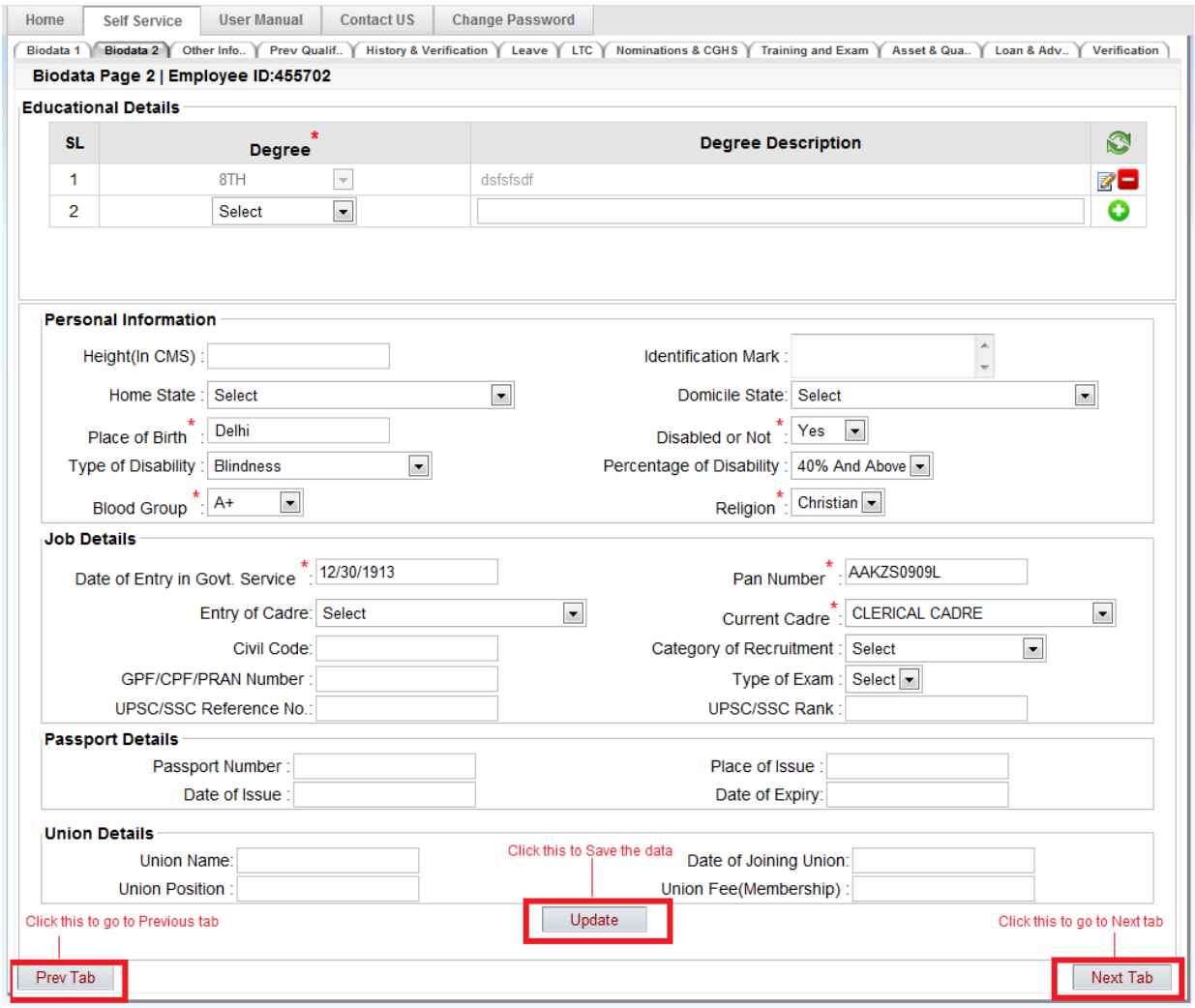


Figure 17 : Various Options Present on Screen

3. Other information

On clicking **Other Information** tab, the following screen will be displayed:

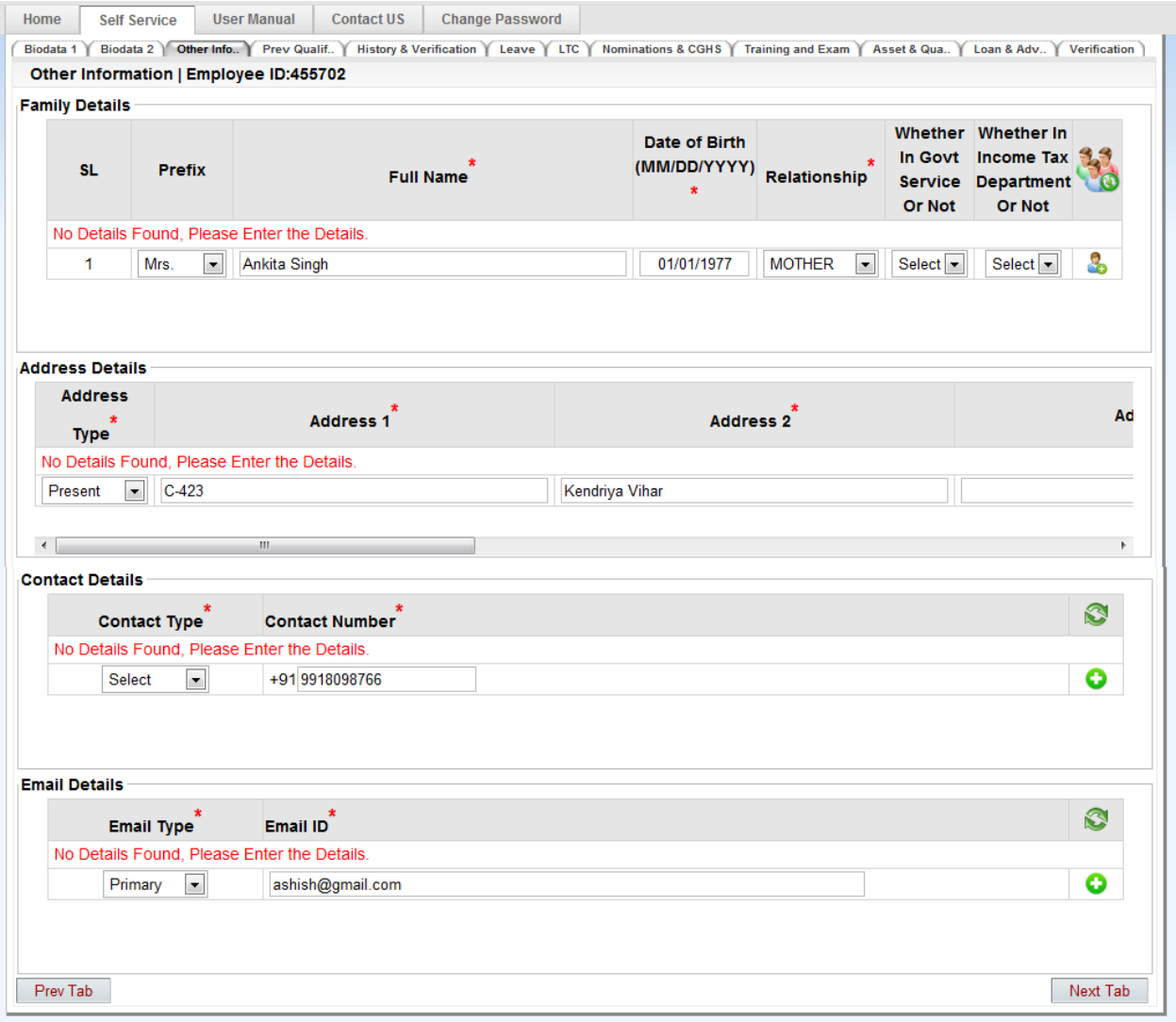


Figure 18 : Other Information

This Screen has the following fields

Family Details

- **Prefix:** Select the name prefix in through this field. It will have values like Mr, Miss, and Mrs etc.
- **Full Name:** Enter the full name of the employee's family member in this field.
- **Date of birth:** Select the date of birth of employee's family member with the help of calendar in this field as shown in Figure 12.
- **Relationship:** Select the relationship of the employee with his family member through the dropdown provided. It contains the values like Mother, Father, Spouse, Son etc.

- **Whether in Govt. Service or not:** This field captures the information that whether the family member of the employee works in govt. Sector or not. This is a dropdown with values yes/no.
- **Whether in Income tax department or not:** This field captures the information that whether the family member of the employee works in ITD or not. This is a dropdown with values yes/no.

Address Details

- **Address Type:** Select the type of address that you want to enter. It contains values like Present, Permanent etc.
- **House No.:** Enter the house number in this field.
- **Building:** Enter the building name and number in this field.
- **Street Name:** Enter the name of the street in this field.
- **Village / Tehsil / District:** Enter the name of village or Tehsil or district in this field.
- **Landmark:** Enter landmark in this field.
- **City:** This captures the name of the city where employee resides. Enter the city in the field provided.
- **State:** This captures the name of the state where employee resides. Select the state from the dropdown
- **Pin code:** This captures the Pin no. of the city where employee resides. Enter 6-digit number in this field.

Contact Details

- **Contact Type:** This captures the type of contact no. (Home/ office / personal no.). Select the appropriate type from the dropdown.
- **Contact No. :** This field captures the contact number corresponding to the Contact Type selected. Enter Tarang phone number in this field if provided by the department.

Email Details

- **Email Type:** This field captures the type of email account (office / personal). Select the appropriate type from the dropdown.
- **Email Id:** This field captures the email id corresponding to the Email Type selected.

Click button to save the details.

4. Previous Qualifying and Deputation

On clicking “Previous Qualifying and Deputation” the following screen will be displayed:

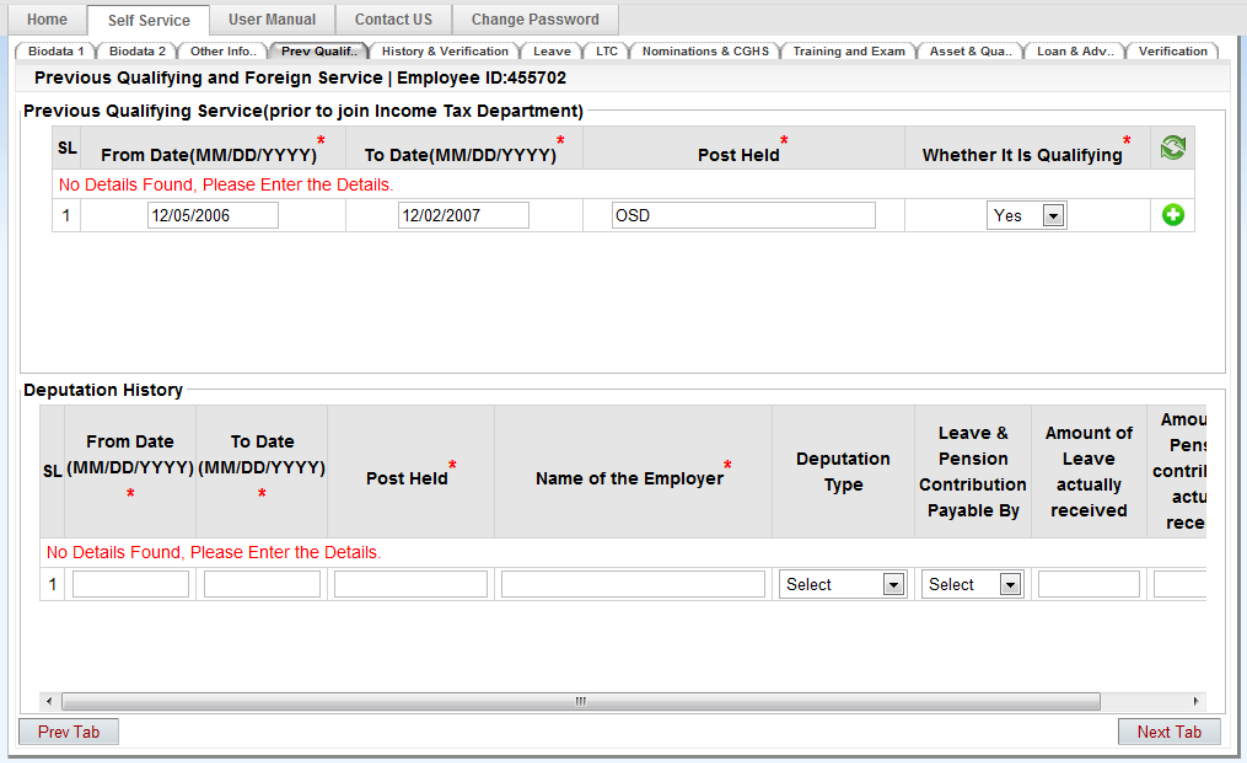


Figure 19 : Previous Qualification

This Screen has the following fields

Previous Qualifying Service (Prior to join Income Tax Department)

- **From Date:** Enter the date from which the previous service was started with the help of calendar available for this field as shown in Figure 12.
- **To Date:** Enter the date to which the previous service was ended with the help of calendar available for this field as shown in Figure 12.
- **Post Held:** Enter the designation on which the employee was working during his qualifying service period.
- **Whether he is qualifying:** Select value from the drop down to indicate whether this service is qualifying or not.

Deputation History

- **From Date:** Enter the date from which the Deputation was started with the help of calendar available for this field as shown in Figure 12.
- **To Date:** Enter the date to which the Deputation was ended with the help of calendar available for this field as shown in Figure 12.
- **Post Held:** Enter the designation on which the employee was working during his deputation period.
- **Name of the Employer:** Enter the name of the employer with which the employee was involved during his Service.
- **Deputation Type:** Select a particular deputation type from the dropdown provided. It will have values like In India or Outside India
- **Leave & Pension Contribution payable by:** This field will capture as who has paid the Leave & Pension contribution. It will have values like employee or employer
- **Amount of Leave Contribution actually received:** Enter the amount of leave contribution which was contributed by the employer.
- **Amount of Pension contribution actually received:** Enter the amount of pension contribution which was contributed by the employer.

Click button to save the details.

5. History and Verification

Since a large volume of details are being captured under this section, this section has been divided into three screens so as to cover each field in depth.

On clicking “History and Verification” tab the following screen will be displayed:

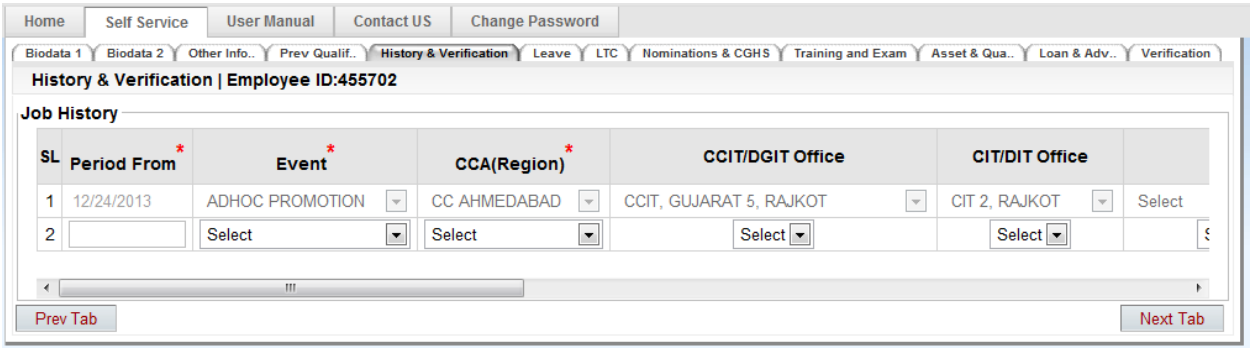


Figure 20: History and Verification (part 1)

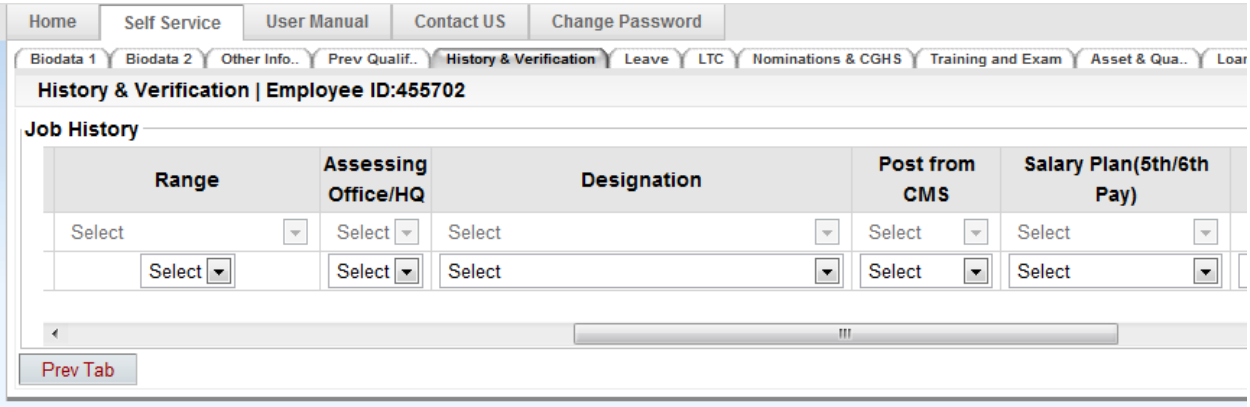


Figure 21: History and Verification (part 2)

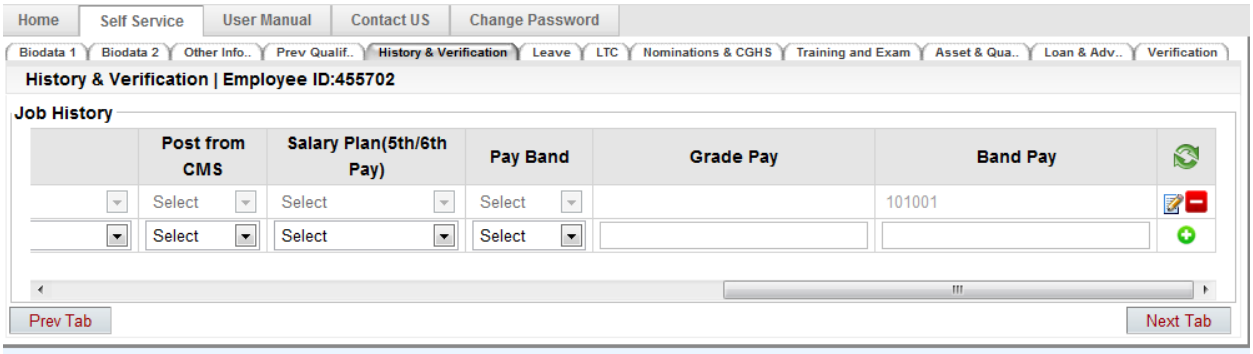


Figure 22: History and Verification (part 3)

The Job History grid will record all the events that occur in the entire career of an employee. These events include Hire, Promotion, and Transfer etc. All these events are associated with a date from which they are into effect. In addition to this, there may be impact on salary on these events. Hence, this grid will all the details that are associated with these actions.

The fields under Job History are described as follows

- **Period from:** This field records the date from which that particular action is valid. Select the date in this field with the help of calendar as shown in Figure 12.
- **Event:** Event field captures the reason for which the employee is adding a new row, it could be transfer, increment etc. It is dropdown field and employee will select the appropriate event from the dropdown.
- **CCA (Region):** This field captures one of the 19 CCA regions. Select the appropriate CCA from the dropdown provided.
- **CCIT/DGIT Office:** This field will be enabled only if **CCA (Region)** field is selected. It is dropdown field that contains all the CCIT/DGIT offices that fall under the selected CCA. Select the CCIT/DGIT Office from the dropdown values.
- **CIT/DIT Office:** This field will be enabled only if a value has been selected in **CCIT/DGIT Office** field. It is dropdown field that contains all the CIT/DIT offices that fall under the selected **CCIT/DGIT Office**. Select the CIT/DIT Office from the dropdown values.

- **Range:** This field will be enabled only if a value has been selected in **CIT/DIT Office** field. It is dropdown field that contains all the Ranges fall under the selected **CIT/DIT Office**. Select the Range Office from the dropdown values.
- **Assessing Office/HQ:** This field will be enabled only if a value has been selected in **Range** field. It is dropdown field that contains all the Assessing Office/HQ fall under the selected **Range**. Select the Office from the dropdown values.
- **Post from CMS:** Select the post from the dropdown values.
- **Salary Plan (5th/6th Pay):** This field captures the salary plan. Select the value of salary plan from the dropdown which contains the values like 6th Pay Commission, 5th Pay Commission etc.
- **Pay Band:** This field records that pay band in which the salary of the employee lies. It contains values like PB1, PB2, and PB3 etc. Select the appropriate value from the dropdown.
- **Grade Pay:** This field contains the set of Grade pays depending upon the Pay Band selected by the user. For Instance for PB1, it will have values like 1900, 2000, 2400 etc.
- **Band Pay:** Enter the band pay in this field

Click button to save the details.

6. Leave

On clicking **Leave** tab, following screen is displayed:

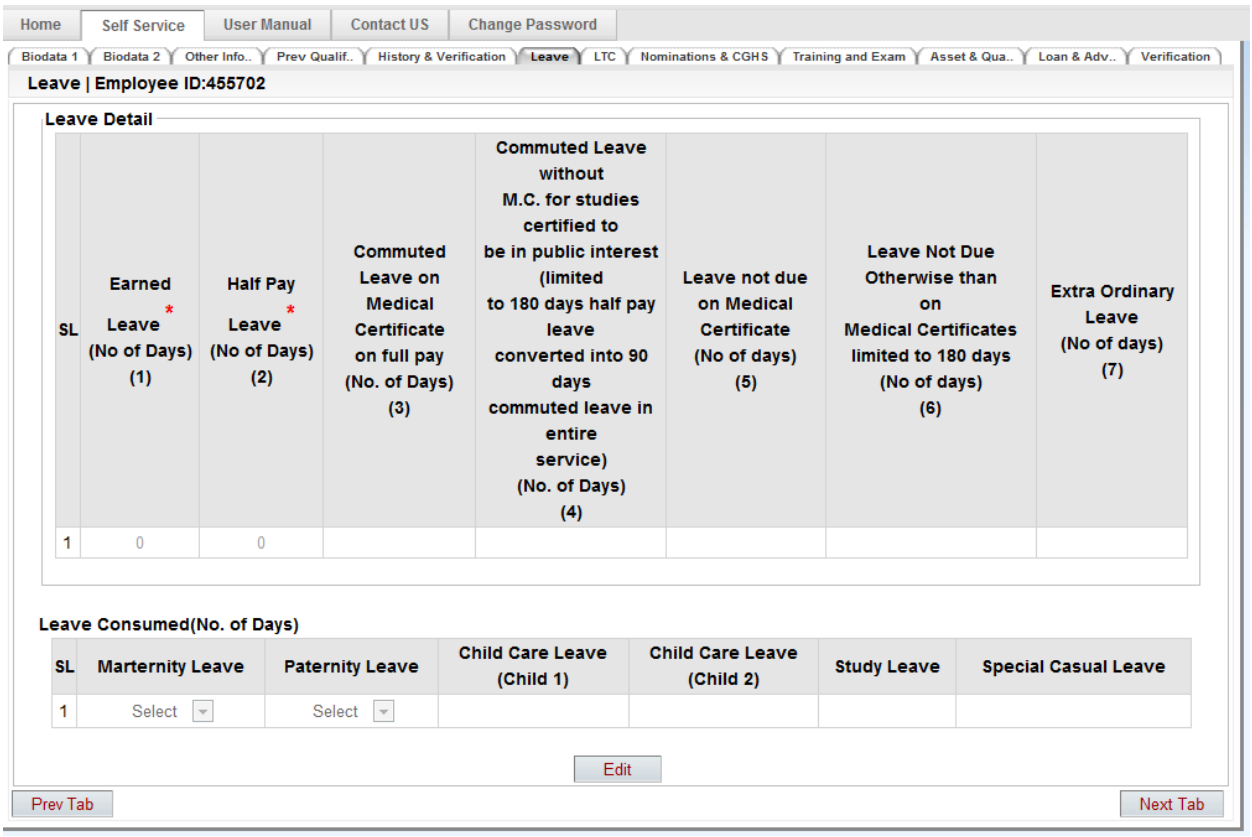


Figure 23: Leave

All the textboxes which record the number of leaves accept the whole number maximum up to three digits. Dropdown fields are described as:

- **Earned Leave (No of Days):** Enter the number of earned leaves which are available with the employee in this field.
- **Half Pay Leave (No of Days):** Enter the number of half pay leaves which are available with the employee in this field.
- **Commuted Leave on Medical Certificate on full pay (No. of Days):** Enter the number of commuted leave on Medical Certificate which the employee has availed in this field.
- **Commuted Leave without M.C. for studies certified to be in public interest (Limited to 180 days half pay leave converted into 90 days commuted leave in entire service) (No. of Days):** Enter the number of leaves availed by the employee in this field.
- **Leave not due on Medical Certificate (NO. of Days):** Enter the number of leaves availed by the employee in this field.
- **Leave not due otherwise on Medical Certificates limited to 180 days (NO. of Days):** Enter the number of leaves availed by the employee in this field.

- **Extra Ordinary Leaves (NO. of Days):** Enter the number of leaves availed by the employee in this field.
- **Maternity Leave**: DDO will select value from the given dropdown.
- **Paternity Leave:** DDO will select value from the given dropdown.
- **Child Care Leave (Child 1):** Employee will enter here the number of days availed in digits. Any whole number up to three digits is acceptable.
- **Child Care Leave (Child 2):** Employee will enter here the number of days availed in digits. Any whole number up to three digits is acceptable.
- **Study Leave:** Employee will enter here the number of days availed in digits. Any whole number up to three digit is acceptable.
- **Special Casual Leave:** Employee will enter here the number of days availed in digits. Any whole number up to three digits is acceptable.

After entering all the information, click Update to save the information.

7. LTC

On clicking “LTC” tab the below screen will be displayed:

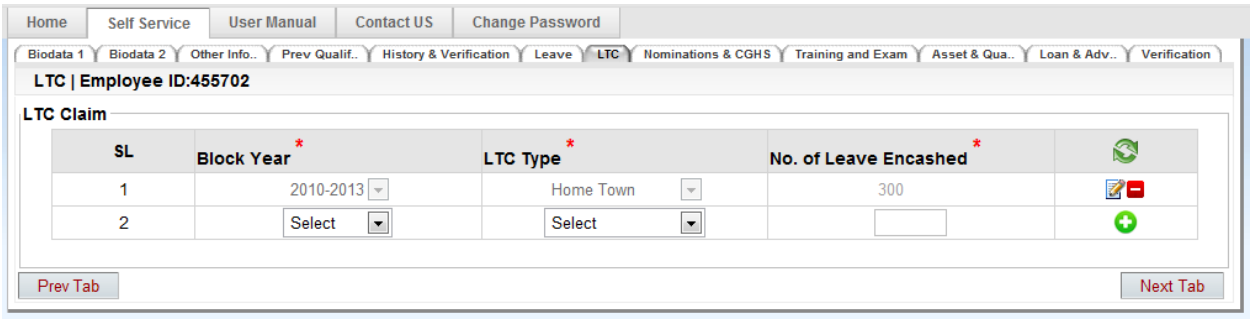


Figure 24: LTC

LTC screen has three fields:

- **Block Year:** This field captures the beginning year of the block period in which the employee has availed LTC. Select the appropriate year from the dropdown **p**rovided.
- **LTC Type :** Select whether it is a hometown LTC or anywhere in India
- **No of Leave Encashed:** This field capture the number of leaves taken by employee. Enter the total number of leaves encashed by the employee in his entire career in this field. Enter number up to three digits in this field.

Click button to save the details.

8. Nomination and CGHS

On clicking **Nomination and CGHS** tab the following screen is displayed:

Since these screens contain large volume of data, for ease of understanding, the same has been divided into three parts as shown below

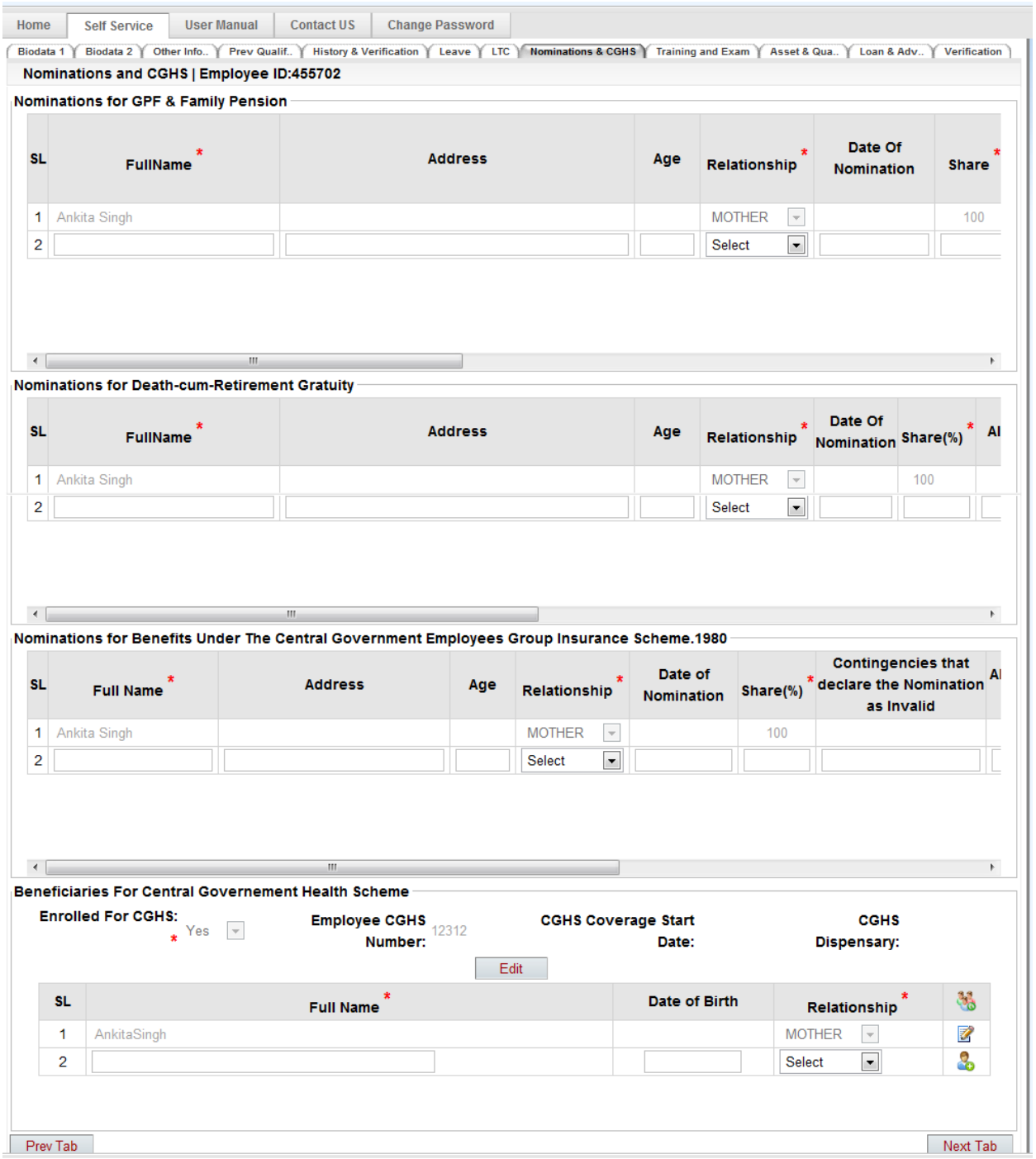


Figure 25: Nomination and CGHS - Part 1

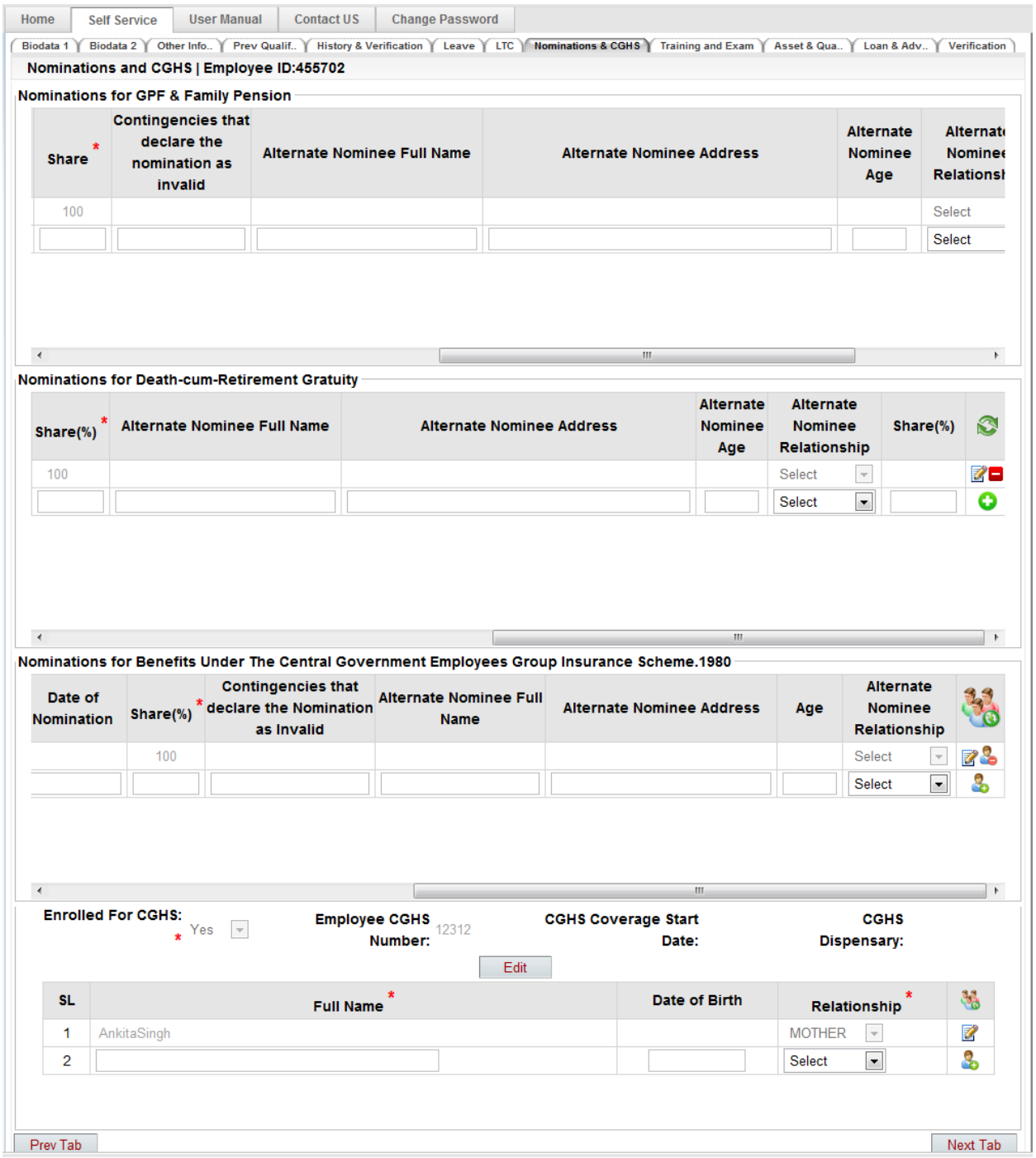


Figure 26 : Nomination and CGHS - Part 2

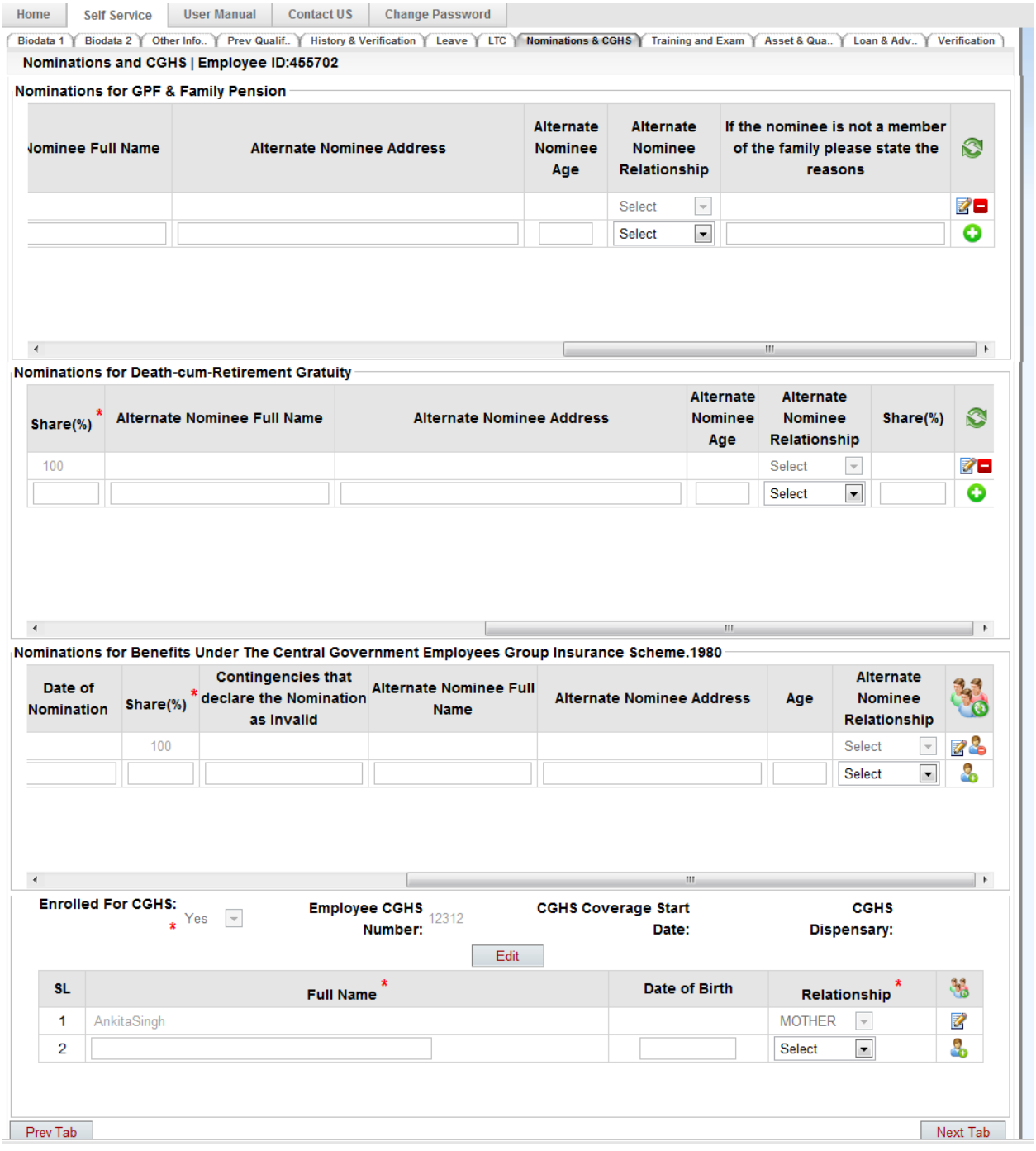


Figure 27: Nomination and CGHS - Part 3

Nomination for GPF and Family Pension

- **Full Name:** Enter the full name of nominee.
- **Address:** Enter the address of nominee.
- **Age:** Enter the age of nominee**.**
- **Relationship:** Select the relationship of the nominee through the dropdown provided. It has values like Spouse, Father, and Mother etc**.**
- **Date of Nomination:** Enter the date on which the nominee was nominated for GPF & Family Pension. On clicking on text box a calendar will pop-up and employee will select date from it as shown in Figure 12.
- **Share:** Enter the share (in percentage) of nominee in GPF and Family Pension.
- **Contingencies that Declare Nomination as Invalid:** In case the nominee is declared as invalid, enter the detailed reasons in this field to record contingencies that declare nomination as invalid.
- **Alternative Nominee Full Name:** Enter the name of the alternative nominee.
- **Alternative Nominee Address:** Enter the address of the alternative nominee.
- **Alternative Nominee Age:** Enter the age of the alternative nominee**.**
- **Alternative Nominee Relationship:** Select the relationship of the alternative nominee through the values provided in the dropdown**.**
- **If the Nominee is not the member of the family please state the reason:** In case the person who is being nominated is not a family member, enter the reason for declaring him/her as a nominee.

Click button to save the details.

Nomination Death cum Retirement Gratuity

- **Full Name:** Enter the full name of nominee.
- **Address:** Enter the address of nominee.
- **Age:** Enter the age of nominee**.**
- **Relationship:** Select the relationship of the nominee through the dropdown provided. It has values like Spouse, Father, and Mother etc**.**
- **Date of Nomination:** Enter the date on which the nominee was nominated for Nomination Death cum Retirement Gratuity. On clicking on text box a calendar will pop-up and employee will select date from it as shown in Figure 12.
- **Share:** Enter the share (in percentage) of nominee in Nomination Death cum Retirement Gratuity

- **Contingencies that Declare Nomination as Invalid:** In case the nominee is declared as invalid, enter the detailed reasons in this field to record contingencies that declare nomination as invalid.
- **Alternative Nominee Full Name:** Enter the name of the alternative nominee.
- **Alternative Nominee Address:** Enter the address of the alternative nominee.
- **Alternative Nominee Age:** Enter the age of the alternative nominee**.**
- **Alternative Nominee Relationship:** Select the relationship of the alternative nominee through the values provided in the dropdown**.**
- **If the Nominee is not the member of the family please state the reason:** In case the person who is being nominated is not a family member, enter the reason for declaring him/her as a nominee.

Click button to save the details.

Nomination Benefits under CGEGIS 1980

- **Full Name:** Enter the full name of nominee.
- **Address:** Enter the address of nominee.
- **Age:** The employee will enter the age of nominee**.**
- **Relationship:** The employee will enter the relationship with the nominee**.**
- **Date of Nomination:** The employee will enter the date of the nomination for Nomination Benefits under CGEGIS 1980. On clicking on text box a calendar will pop-up and employee will select date from it as shown in Figure 12.
- **Share:** The employee will enter the share of nominee in Nomination Benefits under CGEGIS 1980
- **Contingencies that Declare Nomination as Invalid:** The employee will enter the contingencies that declare nomination as invalid.
- **Alternative Nominee Full Name:** The employee will enter the name of the alternative nominee.
- **Alternative Nominee Address:** The employee will enter the address of the alternative nominee.
- **Alternative Nominee Age:** The employee will enter the age of the alternative nominee**.**
- **Alternative Nominee Relationship:** The employee will enter the relationship of the alternative nominee**.**
- **If the Nominee is not the member of the family please state the reason:** The employee will enter the reason if the nominee is not a family member.

Click button to save the details.

CGHS

Central Government Health Scheme (CGHS) section as shown in screen is divided into two parts a grid and the common part. Before adding any row in a grid employee has to enter common information (i.e. four fields given just above the CGHS grid). Employee will enter the value of various fields then click add button to save the value in database.

- **Enrolled for CGHS:** The employee will select the value from the dropdown i.e. enrolled for CGHS or not in the current station.
- **CGHS Number:** The employee will enter the CGHS number.
- **CGHS Coverage Start Date:** The employee will enter the start date of CGHS coverage as on CGHS card. On clicking on text box a calendar will pop-up and employee will select date from it.
- **CGHS Dispensary:** The employee will enter the name of the CGHS Dispensary.
- **Full Name:** The employee will enter the name of the person covered in CGHS benefits.
- **Date of Birth:** The employee will enter the date of birth of the person covered in CGHS benefits. On clicking on text box a calendar will pop-up and employee will select date from it as shown in Figure 12.
- **Relationship:** The employee will enter the relationship with the person covered in CGHS benefits.

9. Training and Examination

On clicking **Training and Examination** tab the following screen is displayed:

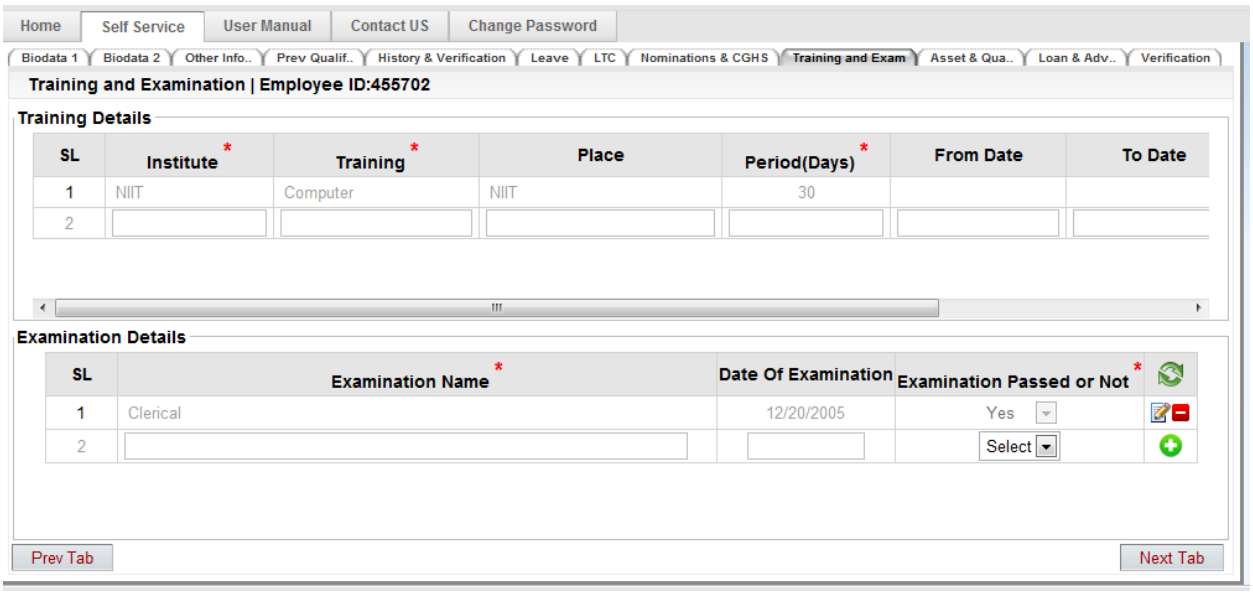


Figure 28: Training and Examination (Part 1)

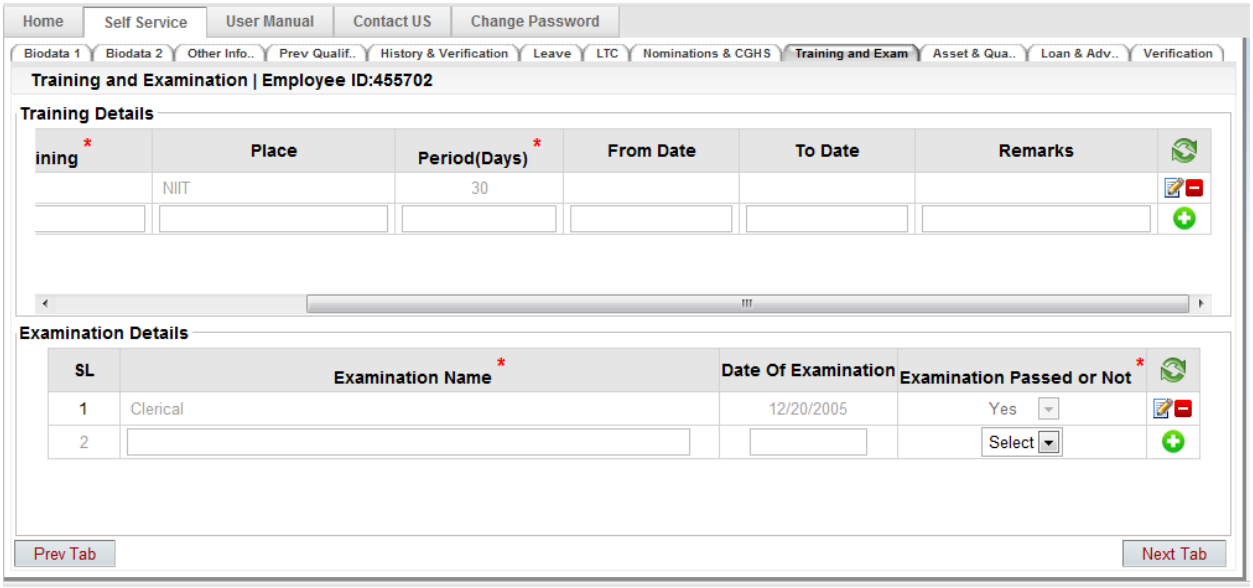


Figure 29 : Training and Examination (Part 2)

This Screen has the following fields which are detailed as follows:

Training Details

- **Institute: Enter the name of the institute where the training was carried out in this field.**
- **Training:** Enter the name of the training course/session attended in this field

- **Place: Enter the name of the place where the training session was held**
- **Period**: Enter the duration of the training (in days) in this field. It is a textbox that accepts decimal value up to one place e.g. 3.5 represents three and half days. In Decimal it will take only .5 e.g. 0.5, 2.5 or 11.5.
- From Date: Enter the Training start date in this field with the help of calendar as shown in Figure 12.
- To Date: Enter the training end date in this field with the help of calendar as shown in Figure 12.
- **Remarks:** Enter the comments (if any) in this field.

Examination Details

- **Exam Name:** Enter name of the exam.
- **Date of Exam Passed**: Enter the date on which employee passed the examination in this field with the help of the calendar.
- **Exam passed or Not:** Select Yes or No from the dropdown to indicate whether the exam was passed the exam or not.

Click button to add the row in to grid.

10. Asset and Quarter Details

Once the employee clicks on **Asset and Quarter Details** tab, below screen is displayed. As this screen has a grid which has so many columns so the screen will be shown to the user in three parts to explain it in a better way.

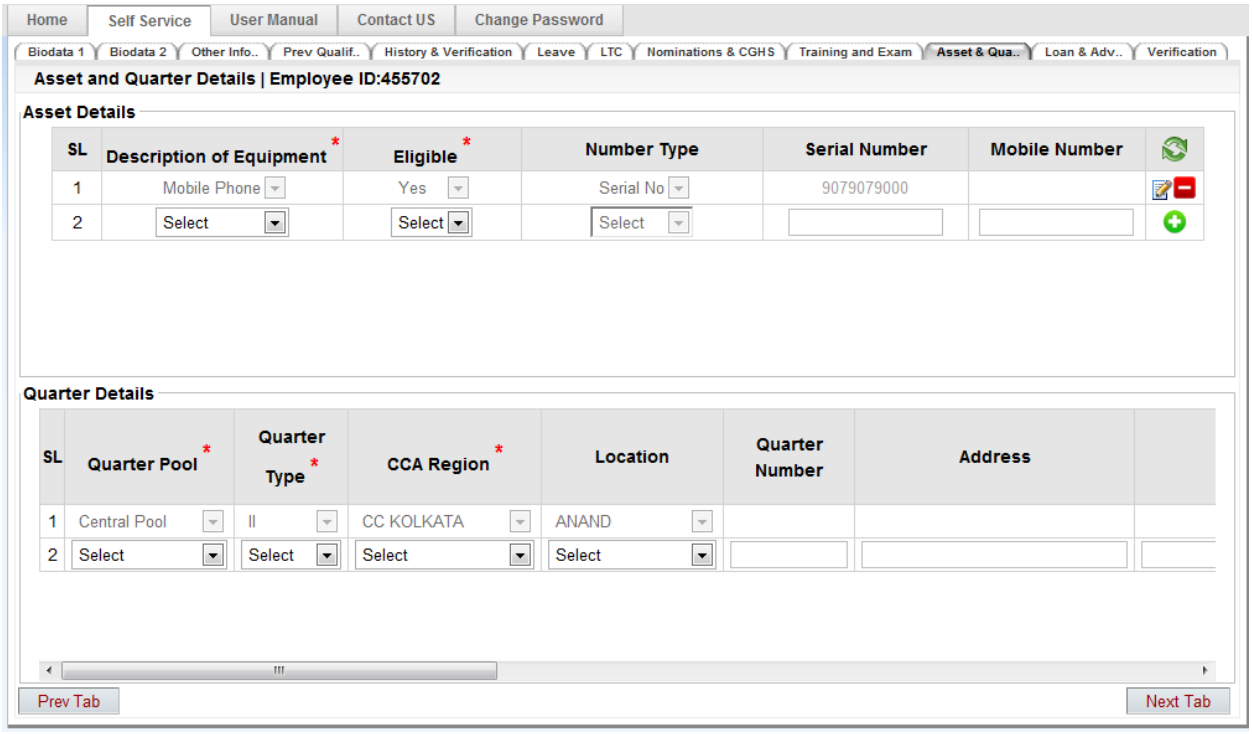


Figure 30 : Asset and Quarter Details (Part 1)

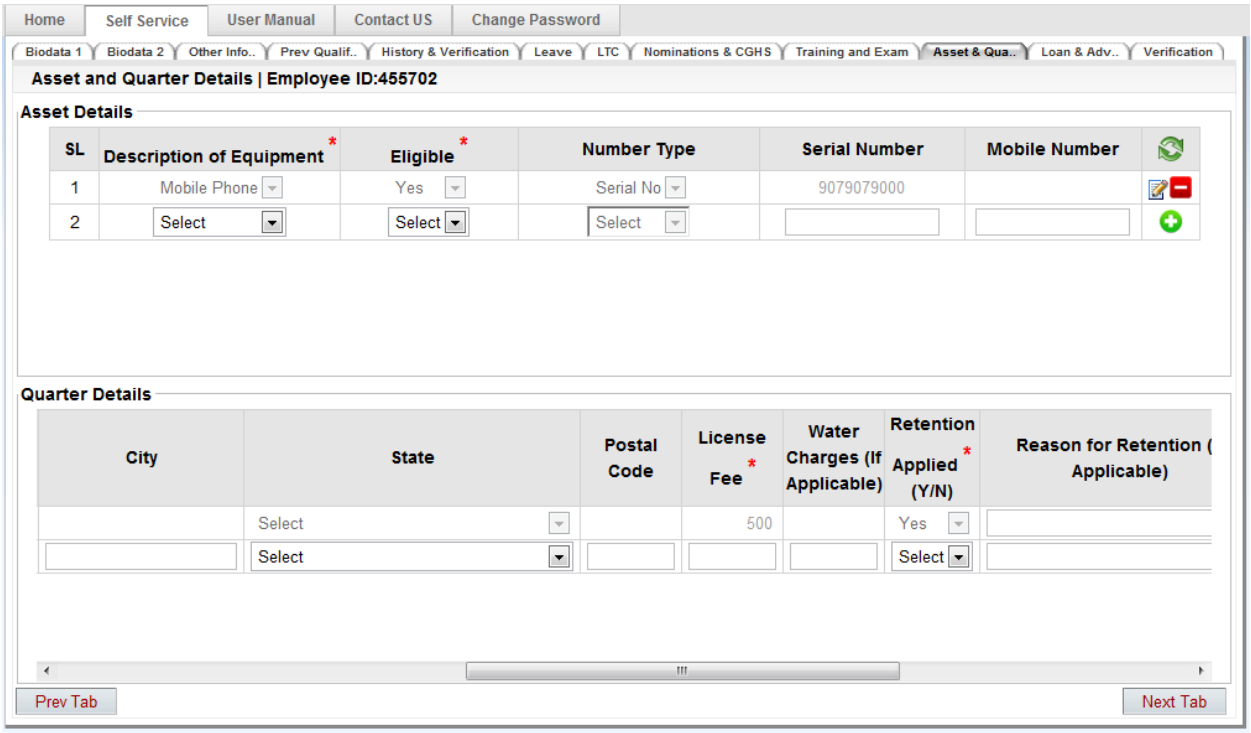


Figure 31: Asset and Quarter Details (Part 2)

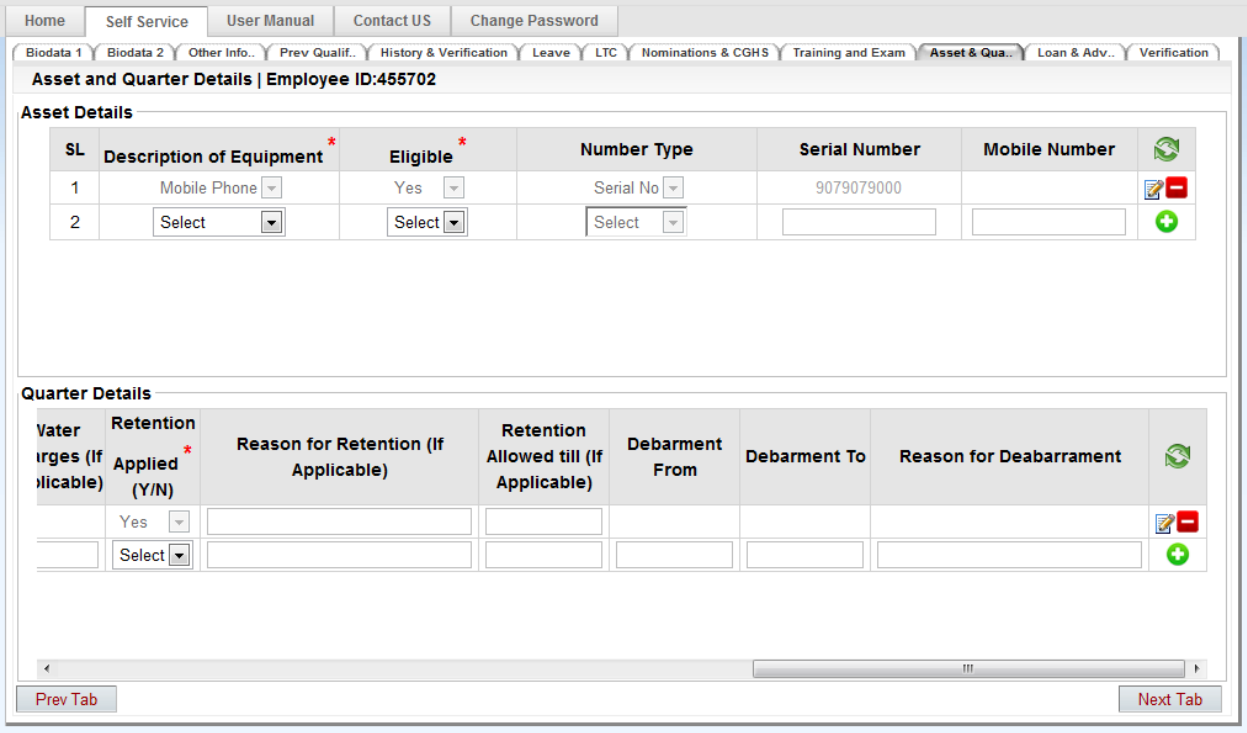


Figure 32: Asset and Quarter Details (Part 3)

This Screen has the following fields which are detailed as:

Asset Details

- **Description of Equipment:** Select the type of asset from this field. It is a dropdown containing all the assets like Laptop, Sim card etc.
- **Eligible (Y/N):** In case the user is eligible for the asset selected in the previous filed, select Yes else select No.
- **Number Type:** This field is read-only and has values as 'Serial No'.
- **Serial Number:** This field is applicable only in case of mobile phone. In case Number type is selected as Sim, enter the sim number in this field.
- **Mobile Number: This** field is applicable only in case of mobile phone. In case Number type is selected as Mobile, enter the ten digit mobile number in this field.

Quarter Details

- **Quarter Pool:** Select the pool of quarter from the dropdown provided
- **Quarter type:** Select the type of quarter in which the employee is residing through the dropdown provided
- **CCA Region:** Select the current CCA Region through the dropdown provided.

- **Location:** Depending upon the CCA selected, select the current location
- **Quarter Number:** Enter the Quarter Number.
- **Address:** Enter the complete address of the quarter in which the employee is currently living in.
- **City:** Enter the name of the city.
- **State:** Enter the state
- **Postal code:** Enter the Postal code of the city
- **License Fee:** Enter the licence fee paid for the allocated quarter
- **Water Charges:** Enter the water charges paid for the allocated quarter
- **Retention Applied:** Select yes, in case retention for quarter is applied else select No
- **Reason for Retention:** In case retention has been applied, enter the reason
- **Retention Allowed till:** In case retention is applied, enter the reason for retention
- **Debarment From:** In case of debarment, select the start date from which the debarment has begun
- **Debarment to:** In case of debarment, select the end date on which the debarment will end.
- **Debarment Reason:** Enter the reason of debarment.

11. Loan and Advances

Once the employee clicks on “Loan and Advance” tab the following screen will be displayed:

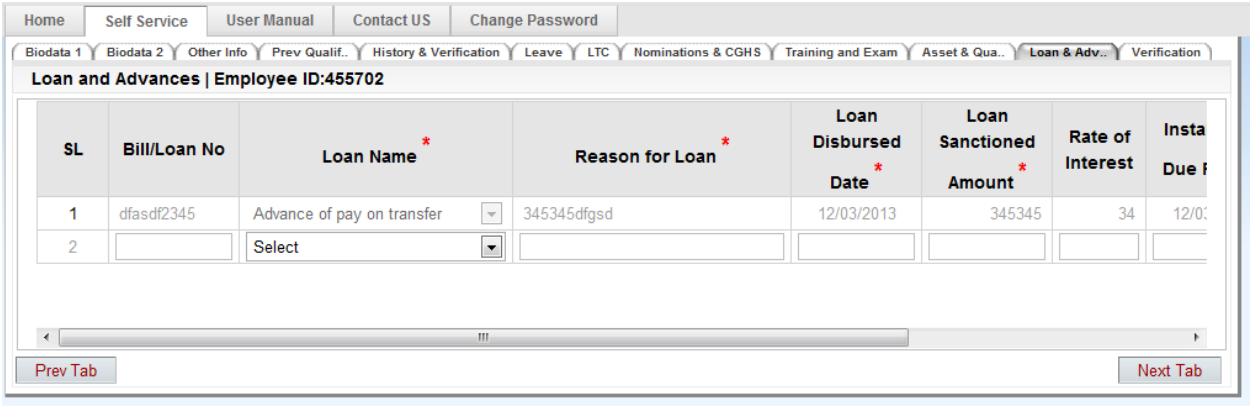


Figure 33: Loans and Advances (Part 1)

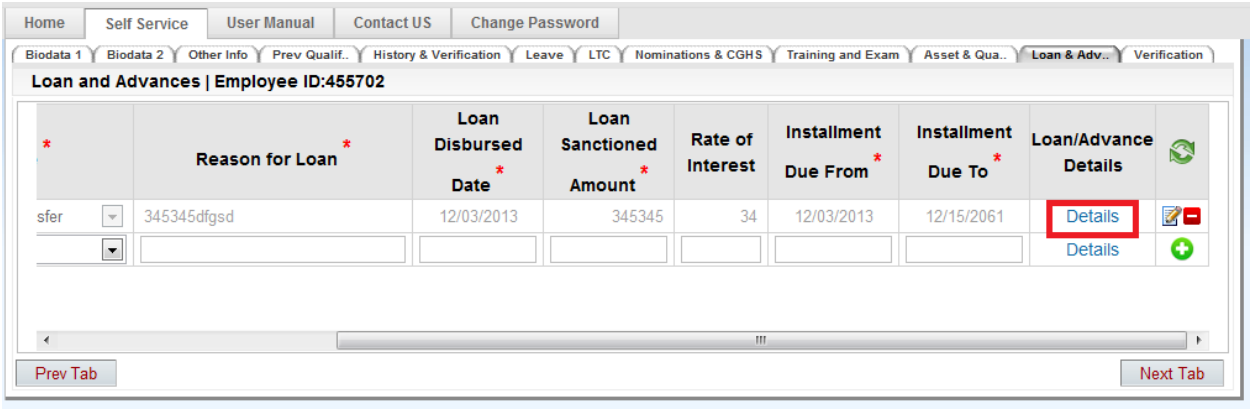


Figure 34: Loans and Advances (Part 2)

This Screen has the following fields which are detailed as:

- **Bill/Loan No. :** Enter the bill number (if any) against which the payment was made to the employee.
- **Loan Name:** Select the loan name from dropdown. It will have values like Festival Advance, House Building Advance, and Cycle Advance etc.
- **Reason for Loan:** This field captures the reason for which Loan is taken.
- **Loan Disbursed Date:** This field captures the date on which Loan is sanctioned. On clicking on text box a calendar will pop-up and employee will select date from it.
- **Loan Sanctioned Amount:** This field captures the amount which is sanctioned for the Loan. Only numbers can be entered in this field.
- **Rate of Interest:** This field will captures the rate of Interest against which the loan/advance was sanctioned. Only numbers can be entered in this field.
- **Instalment Due From:** This field captures the date from which instalment is due for payment. On clicking on text box a calendar will pop-up and employee will select date from it.
- **Instalment Due To:** This field will captures the date up to which instalments due for payment. On clicking on text box a calendar will pop-up and employee will select date from it.
- **Loan/Advance Details:** This field will capture the Principal & Interest related Details.

To fill the Loan/Advance Details, click on the **Details** link. Once the employee clicks on the **Details,** the below screen will appear.

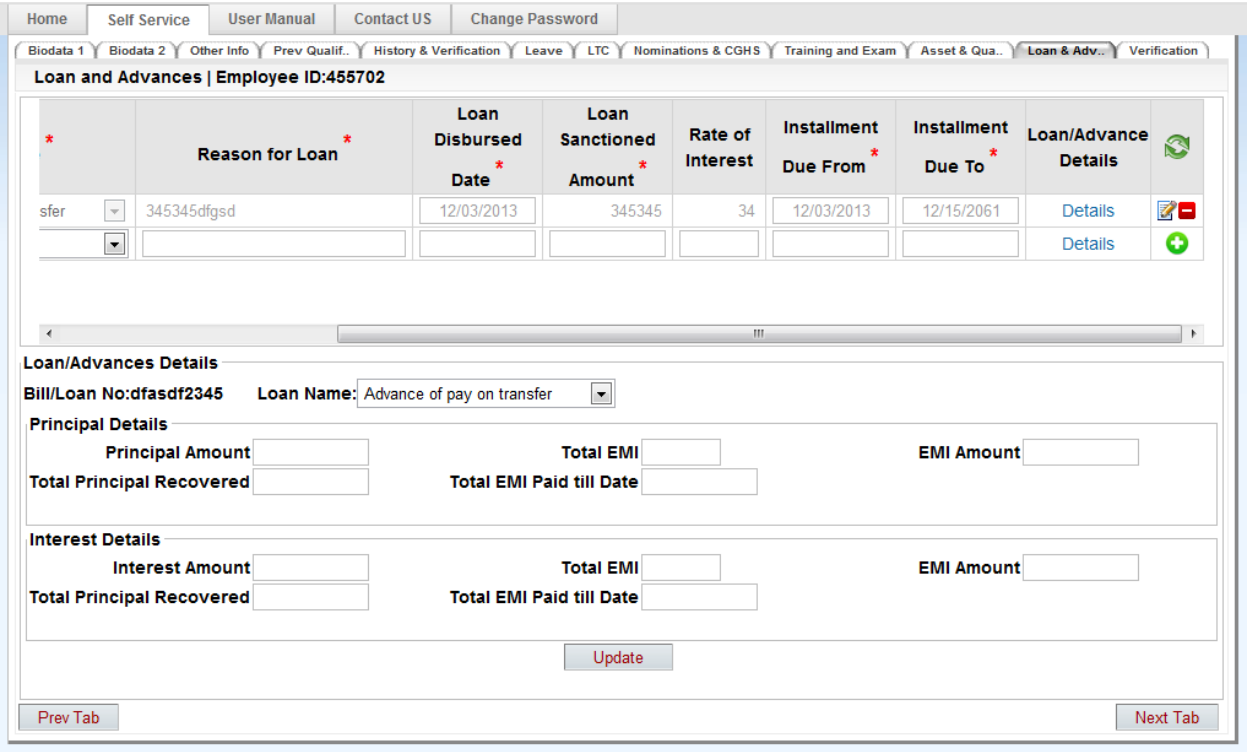


Figure 35: Loans and Advances - Loans/Advances Details

Principal Details

- **Principal Amount:** Enter the amount of Principal
- **Total EMI:** Enter the total number of emi that the employee had selected in this field to pay off the principal amount.
- **EMI Amount:** Enter the amount that the user has to pay on a monthly basis in this field
- **Total Principal Recovered:** Enter the amount of principal that has been recovered till date in this field
- **Total EMI Paid Till Date:** This field will captures the detail of total number of EMI paid.

Interest Details:

- **Interest Amount:** Enter the amount of Interest.
- **Total EMI:** Enter the total number of emi that the employee had selected in this field to pay off the interest on the loan.
- **EMI Amount:** Enter the amount that the user has to pay on a monthly basis in this field
- **Total Interest Recovered:** Enter the amount of interest that has been recovered till date
- **Total EMI Paid Till Date**: This field will capture the detail of total number of EMI paid.

12. Verification

Once the employee fills all his details, click **Verification** tab to submit the data. Following screen will be displayed:

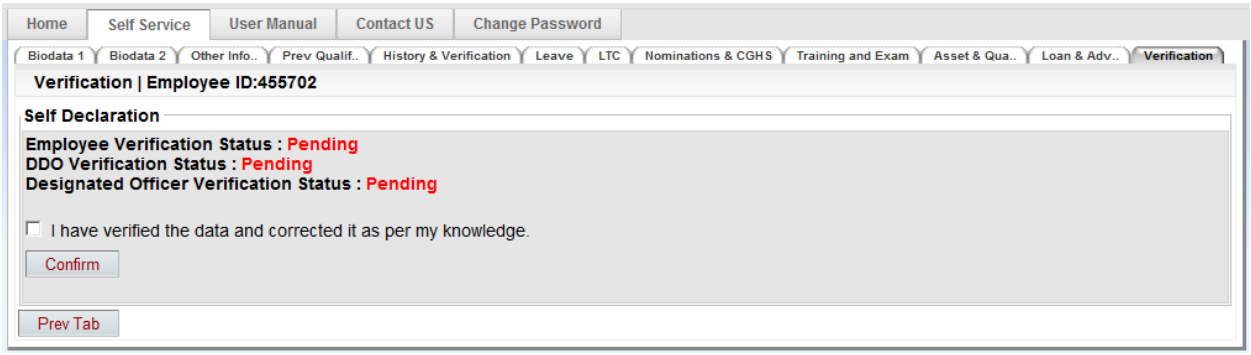


Figure 36: Verification

Click checkbox as displayed in figure below:

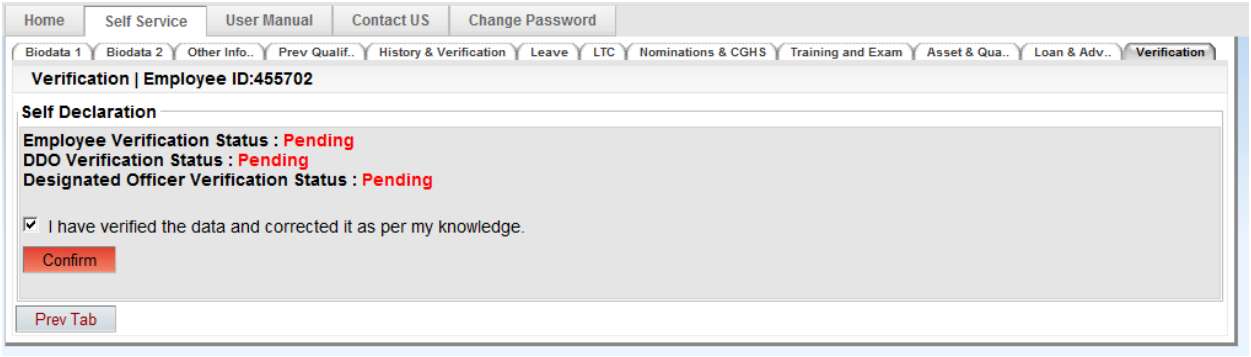


Figure 37: Verification Check

Click **Confirm** to submit the request. The request will be forwarded to DDO for verification.

Note: If the data is incorrect, the employee can approach to the respective DDO for making any updations in the details

2.3.1 User Manual

All the user manuals will be available on the portal for quick reference. On clicking **User Manual**, the following screen will appear

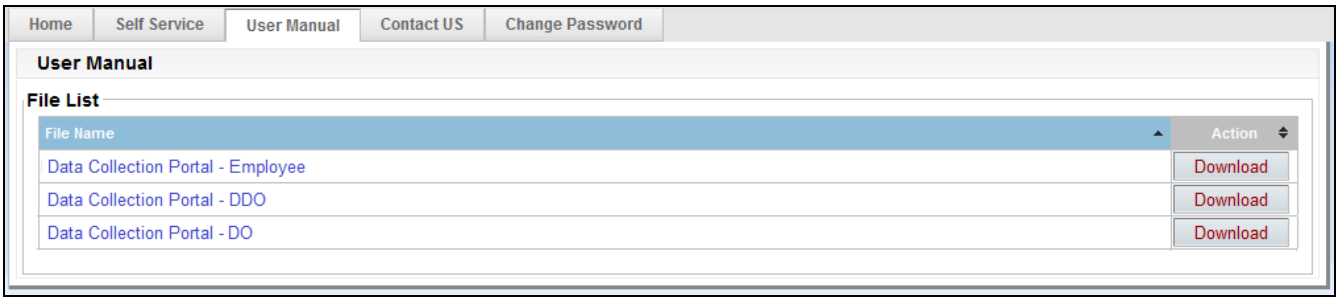


Figure 38: User Manual

Click **Download** button available against each user manual to download the same.

2.3.1 Contact Us

Contact details of support team are available on this link. On clicking **Contact Us**, the following screen is displayed

Figure 39: Contact Us

2.3.1 Change Password

This option enables the users to change their password anytime. On clicking **Change Password,** the following screen is displayed

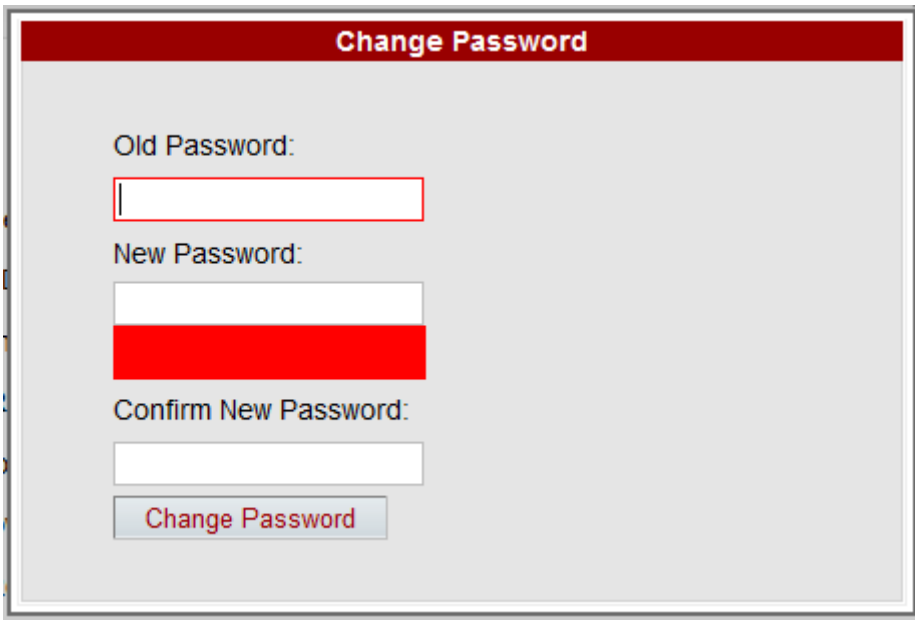


Figure 40: Change Password

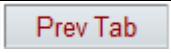
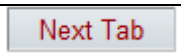
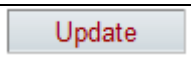
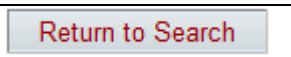
The process to change password is already discussed in section 2.2

3. Appendix

3.1. Glossary of Terms

Term	Definition
CCA	Cadre Controlling Authority
CGEGIS	Central Government Employees Group Insurance Scheme
CGHS	Central Government Health Scheme
DCA	Data Collection Application
DDO	Drawing and Disbursing Officer
HOD	Head of Department
EMI	Equated Monthly Installment
GPF	General Provident Fund
LTC	Leave Travel Concession
PAN	Permanent Account Number
PF	Provident Fund
PRAN	Permanent Retirement Account Number

3.2. Frequently used Icons

Icons	Usage
	To add a new row in the grid and save the data
	To edit the data
	To update a row of data in the grid
	To delete a row from the grid
	To add a new relationship in family details, nomination grid etc.
	To delete an existing relationship in family details, nomination grid etc.
	To refresh the data
	To refresh the grids where relationships/nominees are involved.
	To go to the bottom of the page
	To go to the top of the page
	To go to the previous tab in the sequence
	To go to the next tab in the sequence
	To save the data entered.
	To edit the existing data
	To save the data entered.
	to approve the data verification process
	To go to the search screen
	To navigate directly to individual tabs in the administrator module